Job Title:	Jakarta Lab Project Manager		
Contract:	Full time	Duration:	1 year
Reports to:	Web Foundation ODL Research Manager		
Location:	Jakarta		
Direct reports:	None		

Organisational Background
Konsil LSM Indonesia is a network of NGOs in Indonesia that strives to build a robust and dynamic existence for NGOs where these institutions can work within a free and democratic political and legal environment based on the rule of law, and capable of practicing accountability principles and mechanisms; to building public trust and support towards civil society organizations. Konsil's mission is to build awareness and capacity of NGOs in applying the principles of good governance and accountability mechanisms; help create political, legal and governance environment that is conducive to the growth and development of healthy and accountable NGOs; promote social transformation to create robust civil society; and develop Konsil LSM into a shared learning space

Job Role	
Role Overview:	Konsil LSM is recruiting a consultant to support the implementation of its project (Towards Digital Equality: Empowering Citizens and Building Movements for Better Financial Transparency and Gender-Inclusive Development in Indonesia). The consultant will work with and report to the Web Foundation's Open Data Lab Jakarta team who are leading the implementation of the project. As one of the Lab's Project Manager, you will be chiefly responsible to support the implementation of the above mentioned project, particularly on stakeholder engagement and coalition building among government and civil society organizations working in the area budget transparency and/or gender inclusive development.

Accountabilities		
Key Accountabilities / Responsibilities:	Key Activities	% time on task

Project Development and Management	- Contribute towards a better understanding of how data can be an effective tool to address real problems by designing, testing and learning from data innovation projects, and be able to adapt and adopt these for the Lab's projects - Be responsible for designing and applying methods, tools, knowledge products, process maps, and media (e.g. visualizations, blog post, papers, research reports, or any other type of publications) that demonstrate the value of data for the public good - Undertake monitoring and evaluation of projects to ensure achievement of desired outcomes and outputs - Have to be comfortable with decision-making, taking calculated risks, accepting the responsibility for failure and giving credit for success to partners - Provide support and strategic advice to project partners - Represent the Lab at public events, including conferences, workshops, discussion forums, and meetings as needed.	**50%**
Partnership and Engagement	- Contribute to the identification of opportunities and areas for further engagement, including engagement with new partners. - Identify and engage with partners and other stakeholders for effective and efficient project implementation. - Build and maintain relationships with key partners of the Lab, as well as those stakeholders involved in the project. - Support the planning, organisation, and implementation of workshops, seminars and other activities, in Jakarta and other cities in Indonesia. - Support the coordination of groups and networks in the broader tech and governance space in Indonesia, and collaborate on joint events and activities.	**40%**
Strategy & Development	Support and participate in the development of strategic planning and proposals for activities	**10%**
Person Specification		
Education & Certifications	Bachelor's Degree level required; Master's or higher desirable	
Essential Knowledge and Experience	- Experience in the design and management of complex projects and coordination of stakeholders with oftentimes opposing priorities and interests, preferably in Indonesia. - Knowledge of basic monitoring and evaluation techniques	

	- Ability to interact with a range of partners, and prior experience in commissioning and managing consultants and service providers - Experience in facilitating workshops and trainings - Excellent oral and written communication skills in Indonesian and English; able to produce high quality project reports, proposals, presentations, briefing papers, etc. - Good public speaker, comfortable speaking in front of large audiences - Ability to independently work in a start-up environment, meeting tight deadlines and multiple priorities with minimal supervision—Adaptable and can take on different roles and/or responsibilities should the need arise, as the Lab's work can be very challenging and different from one day to the next - Ability to work remotely and communicate effectively within a diverse team - Curiosity and the ability to ask the right questions—we're looking for someone who can contribute to and question the Lab's frameworks, methods, and tools
Desirable Knowledge and Experience	- Demonstrated expertise, particularly on stakeholder engagement and coalition building, in related to budget transparency and/or gender inclusive development. - Relevant experience in Open Government-related fields (open data, governance, civic tech). As an alternative, experience in governance-related projects for more than three years if without open government experience. - Ability to use Web-based tools for creating, sharing, and collaborating on work, e.g. Google apps
Code of Ethics	- Konsil LSM Indonesia (*Indonesia NGO Council*) has principles of accountability, professionalism, gender equality, anti-discrimination against racial intolerance, sexual orientation, anti-violence, and commitment to the protection of women and children from sexual violence & exploitation - All candidates are requested to have a commitment to adhere to the principles and code of ethics of Konsil LSM Indonesia