

<b>Job Title:</b>	<b>Jakarta Lab Engagement Specialist</b>		
<b>Contract:</b>	Full time	<b>Duration:</b>	1 year
<b>Reports to:</b>	Web Foundation ODL Research Manager		
<b>Location:</b>	Jakarta		
<b>Direct reports:</b>	None		
<b>Organisational Background</b>			
<p>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.</p> <p>Konsil's mission is to build the 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</p>			
<b>Job Role</b>			
<b>Role Overview:</b>	<p>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.</p> <p>As the Lab's Engagement Specialist, you will be chiefly responsible for partnership engagement and supporting implementation of the above mentioned project involving multiple partners in Indonesia. The consultant will also support the Lab's other project activities where relevant.</p>		
<b>Accountabilities</b>			
<b>Key Accountabilities / Responsibilities:</b>	<b>Key Activities</b>	<b>% time on task</b>	
<b>Partnership and engagement</b>	<ul style="list-style-type: none"> <li>Support the management of a community of open data enthusiasts through online collaboration tools (e.g. newsletter, blog, portal, mailing list, forum, etc)</li> <li>Contribute to the communications work of the Jakarta Lab through blog posts, press releases and/or other form of media as required by the project.</li> <li>Contribute to the identification of opportunities and areas for further engagement, including engagement</li> </ul>	<b>50%</b>	

	<p>with new partners.</p> <ul style="list-style-type: none"> <li>● Identify and engage with partners and other stakeholders for effective and efficient project implementation.</li> <li>● Build and maintain relationships with key partners of the Lab, as well as those stakeholders involved in the project.</li> <li>● Represent the Lab at public events, including conferences, workshops, discussion forums, and meetings as needed.</li> </ul>	
<b>Project Support</b>	<ul style="list-style-type: none"> <li>● Support the implementation of the innovation projects.</li> <li>● Support the planning, organisation, and implementation of workshops, seminars and other activities, in Jakarta and other cities in Indonesia.</li> <li>● Support the coordination of groups and networks in the broader tech and governance space in Indonesia and the region, and collaborate on joint events and activities.</li> </ul>	<b>40%</b>
<b>Strategy &amp; Development</b>	<ul style="list-style-type: none"> <li>● Support and participate in the development of strategic planning and proposals for activities</li> </ul>	<b>10%</b>
<b>Person Specification</b>		
<b>Education &amp; Certifications</b>	<ul style="list-style-type: none"> <li>● Bachelor's Degree level required; Master's or higher desirable</li> </ul>	
<b>Essential Knowledge and Experience</b>	<ul style="list-style-type: none"> <li>● Ability to interact with a range of partners, and prior experience in commissioning and managing consultants and service providers</li> <li>● Excellent oral and written communication skills in Indonesian and English; able to produce high quality project reports, blog, presentations, briefing papers, etc.</li> <li>● Good public speaker, comfortable speaking in front of large audiences</li> <li>● 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</li> <li>● Ability to work remotely and communicate effectively within a diverse team</li> <li>● 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</li> </ul>	
<b>Desirable Knowledge and Experience</b>	<ul style="list-style-type: none"> <li>● 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</li> <li>● Demonstrated expertise in technology policy and/or governance innovation</li> <li>● Ability to use Web-based tools for creating, sharing, and collaborating</li> </ul>	

	<p>on work, e.g. Google apps, GitHub</p> <ul style="list-style-type: none"><li>● Ability to use digital graphic design tools.</li></ul>
Code of Ethics	<ul style="list-style-type: none"><li>● <i>Konsil LSM Indonesia (Indonesia NGO Council)</i> 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 &amp; exploitation</li><li>● All candidates are requested to have a commitment to adhere to the principles and code of ethics of <i>Konsil LSM Indonesia</i></li></ul>