

Job Vacancy Announcement

Reference No:	009
Project:	3RproMar
Position:	Trainee on Communication & Data Collection
Location:	Jakarta - Indonesia
Expected to join:	1 January 2025
Reporting to:	3RproMar's Commission Manager and cooperate closely with the Communication Specialist

About GIZ

The Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH is a German implementing organization which provides services worldwide in the field of international cooperation for sustainable development.

About the project

Jointly coordinated by the ASEAN Secretariat and Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH on behalf of Federal Ministry for Economic Cooperation and Development (BMZ), the 'Reduce, Reuse and Recycle to Protect the Marine Environment and Coral Reefs' project (3RproMar) PN 192109.1-001 is implemented to support the ASEAN Member States (AMS) in the improvement of implementation capacities for reducing land-based waste leakage to protect the marine environment. The project has started since July 2020 and is expected to be implemented until June 2025. The project aims to communicate its results to increase visibility, as well as raise awareness on the topic of plastic waste and marine debris.

We are seeking 1 (one) qualified Indonesian candidate for the following position:

Trainee (to support communication and data collection activities)

A. Responsibilities

The traineeship is to support the implementation of 3RproMar communication and data collection activities. The traineeship program will provide benefits to deepen knowledge on sustainable waste management, Plastic Waste, Marine Debris, Circular economy. It can also broaden his/her understanding on transitioning processes in Indonesia and the ASEAN region.

Under direct supervision of Communication Specialist, the trainee shall support in the preparation and implementation of 3RproMar programme activities in coordination with the Technical Advisors in the different project outputs.

The general objective of 3RproMar project activities in Indonesia is to support the Government of Indonesia as a part of AMS in improving the implementation capacities for reducing land-based waste leakage to protect the marine environment through collective actions and to enhance regional cooperation and knowledge management among the AMS.

The 3RproMar project includes four output areas. Output 1 will enhance the regional cooperation and knowledge management among the ASEAN Working Groups. Output 2 will support the implementation of national measures for waste leakage reduction within the focal AMS as well as their transmission to strategies on a local level. Output 3 focuses on the involvement of the private sector to develop approaches for waste leakage reduction along the value chain. Meanwhile, Output 4 will cover pilot projects along the value chain that will be implemented in selected municipalities. The project involves the ASEAN member states Viet Nam, Philippines, Cambodia and Indonesia.

The trainee will support the technical team in Indonesia in the field of communication and outreach of the project.

B. Tasks

The Trainee will perform the following tasks:

- Support in preparation and implementation of activities relating to communication & knowledge management about the project: (a) planning outreach activities in the field of behavioral change & awareness raising, (b) support communication measures as part of the regional knowledge partnership for marine litter prevention, (c) development of stories for projects pilot site in Manado, North Sulawesi.
- Support in data collection and processing from trainings, meetings, and/or events which are relevant for data analysis, reporting, and publication.
- Support relevant activities for the preparation, implementation and finalization of technical workshops/webinars/ conference/ meetings conducted or supported by the project.
- Support the creation of digital formats and tools for knowledge management.
- Support awareness raising and communication activities in collaboration with NGOs or other partner organisations.
- Support the collection, compilation, and management all the projects' communication materials and technical documentation (technical reports, meeting notes, pictures, etc.), both internally and externally.
- Compile social media content for communications-related activities.

The traineeship program will provide benefits to deepen the trainee's knowledge on marine litter and solid waste management in Indonesia and practical experience on the working environment in international cooperation.

C. Required qualifications, competencies and experience.

Formal Education

- Bachelor's Degree or final year master's student in communications, engineering, economics, marketing, international relations, social science, or other relevant fields.

Other knowledge, additional competences

- Experience and or strong interest in public relations, marketing, journalism, social media management.
- Basic knowledge and familiarity on sustainability, international relations, ASEAN regional context, solid waste management.
- First knowledge of GIZ's work and context of international development cooperation.
- Knowledge on Indonesia's media landscape and/or public narrative will be an advantage.

- Strong interest to work on issue related to sustainable development, circular economy, waste management, awareness raising.
- Good communication, organisational and project management skills
- Good command of Ms. Office (Excel, PowerPoint, Word)
- Good experience with picture editing software/application
- Proficiency in English and excellent writing skills is a MUST.
- Basic knowledge on data processing and project monitoring will be an advantage.
- Ability to work in a team and to adapt to an international working environment.
- Basic graphic design skill will be an advantage.

Please note that you can only apply for this traineeship if you are currently enrolled as a student, or your graduation was no longer than one year ago.

Duty Station: Jakarta, Indonesia

Working Hours: 5 working days per week, 8 working hours per day

Expected Joining Date: 1 January 2025 – 30 June 2025

Period of Traineeship: 6 months

How to apply:

Please submit your motivation letter and comprehensive resume (including training and references list) to recruitment-indo@giz.de by 28th November 2024, with subject line **3RproMar – Trainee on Communication & Data Collection**.

Please name your file as follow format:

[Your Complete Name]_[Motivation Letter/CV/Latest Education Certificate] (i.e: **Nakula Sadewa_CV** or **Nakula Sadewa_Motivation Letter** or **Nakula Sadewa Education Certificate**) – *the attachments are not more than 300 KB.*

Only short-listed candidates will be notified.