

## Job Vacancy Announcement

Reference No:	001
Project:	ASEAN Municipal Solid Waste Enhancement (AMUSE)
Position:	Trainee on Project Assistant
Location:	Jakarta - Indonesia
Expected to join:	1 March 2025
Reporting to:	AMUSE's Commission Manager and work closely with the Advisors in AMUSE's Project

### 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

ASEAN Municipal Solid Waste Enhancement (AMUSE) Project supported by the Federal Government of Germany and implemented by the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH in close cooperation with the ASEAN Secretariat (ASEC) aims to contribute to improve environmental quality in medium-sized cities in the ASEAN region through strengthening the competences for optimizing waste disposal and recycling in medium-sized tourist cities. The project applies a holistic, multi-level, and multi-stakeholder approach. The beneficiaries also include national and local tourism associations and local tourism operators. The project involves also tourism stakeholders concerning prevention, disposal and recycling of waste in their environment of action.

The project duration is three years (July 2022 - June 2025) and has three (3) output levels, including:

1. Regional level: Developing a new ASEAN-wide digital knowledge platform provides sustainable knowledge, training, dialogue formats, and standards for optimizing municipal waste management and recycling for public and private stakeholders at national and local levels in ASEAN countries.
2. National level: Supporting medium-sized tourist cities in the implementation of sustainable waste management by the respective responsible ministries in cooperation with tourism associations and other national actors active in the waste and tourism sector; and
3. Municipal level: Providing field-tested options for optimizing municipal waste management and recycling in terms of sustainability and gender sensitivity in medium-sized tourist cities which are documented for further dissemination.

To support the implementation of AMUSE project in regional and assist the technical team, we are seeking one Indonesian candidate for a traineeship position as:

### Trainee on Project Assistant

## A. Responsibilities

The traineeship aims to support AMUSE project team to successfully implement the project and to achieve the above-mentioned objectives, with a specific focus on supporting the AMUSE activities in regional level. The traineeship program will provide benefits for the trainee to have a better understanding on international cooperation mechanism and knowledge management which cover a variety of topics including, but not limited to sustainable waste management, sustainable tourism, and circular economy. It would also provide exposure to the trainee to experience the regional cooperation in the ASEAN region.

## B. Tasks

Under direct supervision of Senior Advisor, the trainee shall assist the implementation of AMUSE project's day-to-day activities, including supporting the AMUSE digital knowledge platform, AMUSE regional events, monitoring & evaluation, and communication related activities.

- Assist AMUSE regional team in working closely with the consultant team and partners in the development of the regional digital knowledge platform, including the AMUSE e-learning development, and support in the operation of the knowledge platform.
- Assist AMUSE regional team in working closely with the consultant team, AMUSE national team, and partners to collect and document the AMUSE knowledge products.
- Assist AMUSE team in further regional activities, including administrative preparation, implementation, finalization, and documentation of technical workshops/webinars/conference/meetings.
- Assist communication related activities, including the collection and compilation of project's communication materials and social media content, etc.
- Assist in data collection, processing, data analysis, reporting, and publication from trainings, meetings, and/or other AMUSE events.
- Support any other assignments within the scope as requested by the AMUSE regional team.

## C. Required qualifications, competencies and experience.

### Formal Education

Fresh graduate, bachelor's degree or final year master's student majoring in communication, management, international relations, social science, public relation, Information and Communication Technology (ICT), or other relevant fields.

### Other knowledge, additional competences

- Having experience with knowledge platform, digital platform or information systems, e.g., website, WordPress, Learning Management System (LMS), social media, collaboration tools, is an advantage.
- Excellent communication skills in English both writing and orally
- Good command of using MS. Office (Word, Excel, PowerPoint, SharePoint) and familiar with other graphic design tools (Adobe Photoshop, Canva, CorelDraw).
- Having good administrative skills and detailed oriented
- Having good communication, organisational, and project management skills
- Ability to work in a team and to adapt to an international working environment.
- Strong interest to work on issues related to sustainable development (e.g. Solid Waste Management, Sustainable tourism, Circular Economy) and/or ASEAN cooperation.

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

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

**Expected Joining Date:** 1 March 2025 to 30 June 2025 (with the possibility of extension until August 2025)

**Direct Supervisor:** Commission Manager of AMUSE Project

## How to apply:

Please submit your motivation letter and comprehensive resume (including training and references list) to [recruitment-indo@giz.de](mailto:recruitment-indo@giz.de) by **January 24<sup>th</sup>, 2025**, with subject line **AMUSE – Trainee on Project Assistant**.

**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** or **Nakula Sadewa Education Certificate**) – *the attachments are not more than 300 KB.*

**Only short-listed candidates will be notified.**