

Job Vacancy Announcement

Reference No:	016
Project:	The "Renewable Energies Mini-grids in South-South Triangular Cooperations in Indonesia" (ENTRI) Project
Position:	Trainee on Project Assistant
Location:	Jakarta
Expected to join:	ASAP
Reporting to:	Project Manager

About GIZ

The Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH is an international cooperation enterprise for sustainable development with worldwide operations. In Indonesia, GIZ has been implementing various energy projects under the umbrella of the Energy Transition Cluster Indonesia/ASEAN. These projects are commissioned by mainly the German government, represented by the German Federal Ministry for Economic Cooperation and Development (BMZ) and the German Federal Ministry for Economic Affairs and Climate Action (BMWK).

About the project

As part of the Energy Programme, the project "Renewable Energies Mini-grids in South-South Triangular Cooperations in Indonesia (ENTRI)" has been commissioned by BMZ with an implementation period until December 2025. The Directorate General of New, Renewable Energy and Energy Conservation (DG NREEC) of the Indonesian Ministry of Energy and Mineral Resources (MEMR) is the strategic partner of the project, in its implementation ENTRI coordinates with National Coordination Team of Indonesia's South-South Cooperation which consists of the Indonesian Ministries of Foreign Affairs, Finance, State Secretariat and Bappenas, as well as relevant stakeholders implementing triangular cooperation in Indonesia and in SSTC beneficiary countries such as Nepal, Madagascar and Kenya.

The objective of the project is "to promote the implementation of Renewable Energy Mini Grid including decentralised mini grid solutions for improving renewable energy access that will reduce climate damaging emission and contribute to Indonesia's economic and social development through a sustainable, reliable, and nationwide supply of electricity or other forms of clean and sustainable energy to the country".

The project includes several outputs among others implementation of a series knowledge of exchanges within at least three (3) south-south and triangular cooperation on renewable energy with focus on renewable energy and inclusive gender approaches as well as promoting non-state actors engagement.

The Renewable Energy Mini-grids in South-South Triangular Cooperations in Indonesia (ENTRI) is seeking one qualified Indonesian candidate for the following position:

Trainee on Project Assistant

A. Responsibilities

The traineeship aims to support ENTRI project team to successfully achieve the above-mentioned objectives, with a specific focus in implementing its activities related to field, administrative as well as general tasks of project management.

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 renewable energy with inclusive gender mainstreaming.

B. Tasks

The Trainee will perform the following tasks:

As part of their learning process, the trainee will be working closely with and assisting the Technical Advisor(s), in the following area:

Support ENTRI day-to-day activities including:

- Assist ENTRI for seamless administration and finance process with Service Unit when organising events/meetings/seminars in line with the project purposes
- Assist ENTRI in working closely with the consultants/vendors/partners during the implementation of SSTC exchanges/events/workshops including administrative preparation, implementation, finalization, and documentation of the events
- Assist advisors on preparing the supporting document for invoice verification (invoice, list of participants)
- Assist communication related activities, including the collection and compilation of project's communication materials and social media content, etc.
- Assist in data collection, processing, and publication from trainings, meetings, and/or other events.
- Support any other assignments within the scope as required by the project

C. Required qualifications, competences and experience

Qualifications

- Bachelor/master's degree holder or final year student in business and administration, international relations, communication, management, social science, law or other relevant fields;
- Basic knowledge and familiarity on energy sector and/or Indonesia's outgoing cooperation;
- Experience in conducting desk research, working on event management, copy writing

Other knowledge, additional competences

- Good communication and organisational skills
- Good command of Ms. Office (Excel, PowerPoint, Word) and design tools (Canva, Adobe, etc)
- Proficiency in English and excellent writing skills
- Ability to work in a team and to adapt to an intercultural working environment.

Please be informed that you are only allowed to apply for this traineeship, if you are currently enrolled as a student or graduated not longer than one years ago.

Duty Station: Jakarta

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

Duration: 6 months

Expected Joining Date: ASAP

Direct Supervisor: Project Manager ENTRIP

Interested candidates shall submit comprehensive resume and a motivation letter to: recruitment-indo@giz.de at the latest **March 25th, 2025**.

Please put: **TraineeENTRIPA** as your email subject and name the files using following format: [Your Complete Name]_[Motivation Letter/CV] (*i.e.*: **Nakula Sadewa _CV** or **Nakula Sadewa _Motivation Letter** or **Nakula Sadewa _Reference**)

Only short-listed candidates will be notified