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| <b>Position</b>           | : Project Officer   |
| <b>Duration</b>           | : February 2025 (latest starting date: 3rd week) to December 2025 |
| <b>Based in</b>           | : Indonesia (Remote Working Arrangement)                          |
| <b>Reporting to</b>       | : Policy Analyst Manager  |
| <b>Travel Requirement</b> | : Frequent domestic travels as and when required                  |
| <b>Employment Status</b>  | : Part-time, contract-based with possible extension               |

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## About New Energy Nexus

Clean energy innovations are disrupting how the world operates – a shift that could unlock trillions in economic development, create more jobs, and empower millions of people with access to clean, affordable energy. But to ensure the benefits of 100% clean energy go to 100% of people around the world, we need even more diverse and thriving clean energy entrepreneurs. And there's no time to waste.

**New Energy Nexus** is the world's leading ecosystem of funds and accelerators supporting diverse clean energy entrepreneurs. **In Indonesia**, New Energy Nexus works to support the development of ecosystems that can support the needs of not only innovators, startups, and entrepreneurs, but also other stakeholders in the clean energy and climate solutions sectors.

## About the Role

We are hiring a contract-based Project Officer to design, implement, and monitor programs aimed at increasing youth awareness of energy policy in multiple Indonesian provinces. Responsibilities include organizing energy policy competitions and workshops in collaboration with youth organizations, regional energy agencies, and NGOs. The role is primarily remote with occasional travel. We seek a driven individual experienced in collaborative events, adaptable to fast-paced environments, and open to change. Passion or experience in clean energy and project management is highly valued.

## Key Responsibilities

- **Program Design and Implementation:** Plan, coordinate, and execute program activities (competitions, workshops, webinars) with collaborators; identify partners and develop relevant documents to support outreach and activities.
- **Stakeholder Engagement:** Build effective communication and manage relationships with collaborators, maintain databases, facilitate meetings, and represent the program externally as needed to strengthen partnerships.
- **Operations and Administration:** Support logistics, scheduling, travel, record-keeping, and budget tracking for seamless program execution.
- **Content Development:** Assist with documentation vendors, promotional materials, and learning content, ensuring alignment with brand guidelines.
- **Program Improvement:** Analyze feedback, identify opportunities for enhancement, and integrate trends for continuous impact.

## Requirements:

- Minimum commit to an 11-month period.
- A Bachelor degree in relevant fields (or minimum 1 year experience in relevant events) – energy, engineering, management, law, political science, etc.
- Passionate about climate and energy policy, startup, and clean energy technology are preferable.
- Experience with organizing professional collaborative events, content development, marketing, and other social media activities.
- Strong interpersonal and communication skills; especially with externals or collaborators.

- Must be a fast moving, proactive and self-starter.
- Fluent in both English and Indonesian.

#### **What We Offer**

- Paid for 11 Months (IDR 3.5 million /month) with exposure to a professional working environment.
- Opportunity to meet and network with like minded people from around the clean energy startup sector in Indonesia.
- A flexible, inclusive, and dynamic work environment and opportunities for travel.

If you are interested, kindly send your CV and cover letter to [enda.grimonia@newenergynexus.com](mailto:enda.grimonia@newenergynexus.com) and [fadilla.miftahul@newenergynexus.com](mailto:fadilla.miftahul@newenergynexus.com) with the subject line “Project Officer Application 2025 | Your Full Name” at the latest 31st of January 2025.