



## Job Description

### **Policy Officer Circular Economy and Sustainability Embassy of the Kingdom of the Netherlands in Indonesia**

*Updated July 2022*

#### **A. General Information**

Position:	Policy Officer Circular Economy and Sustainability
Embassy:	Jakarta, Indonesia
Salary Indication:	IDR 31.500.000 – 47.000.000 (plus health insurance)
Working Hours:	35
Contract duration:	trial period of 2 months

#### **B. Tasks**

The policy officer will be responsible for business development and advice in the fields of circular economy and sustainability, with a strong emphasis on waste management. S/he will be able to translate relevant developments, including Indonesian government policies, into practical business and project opportunities for the Dutch private sector, and to contribute to relevant policy analyses and recommendations for the Dutch public sector.

#### Main Tasks

- **Business Development:** Pro-active sustainable business development and trade promotion for Dutch companies - including use of instruments of the Netherlands Enterprise Agency and other financiers – in the fields of circular economy and sustainability (waste management in particular).
- **Cooperation:** Promotes and facilitates Dutch-Indonesian *government to government* and private sector cooperation on circular economy and sustainability. Identifies opportunities for leveraging bilateral (development) cooperation activities to support commercial interests, and vice versa.
- **Networking:** Is the focal point for Dutch companies, authorities and knowledge institutions for questions concerning circular economy and sustainability in Indonesia. Develops a solid network with key players in Indonesia in these fields.
- **Policy Analysis:** Collects information, contributes to the writing of policy analyses and recommendations regarding developments in Indonesia in the fields of circular economy and sustainability. Pro-actively informs the Head of Economic Affairs and management of the Embassy on these topics.
- **Projects:** Leads or joins (dependent on the level and number of participants) the preparations for Dutch trade missions to Indonesia and supports the delegations. Leads/contributes to and stimulates the organization of trade promotion and networking events, such as conferences, trade fairs and exhibitions.
- **Communication:** Helps enhancing public awareness on circular economy and sustainability and the embassy's activities in this regard by, among others, organizing webinars/seminars and workshops and input for the embassy's social media accounts.
- Please note that shifts in Dutch policy or focus of the Embassy's economic team, may result in changing tasks.

#### Results to be Achieved

- Dutch companies and authorities are satisfied with services delivered, especially concerning the ongoing private sector development and commercial programs on waste management.
- Dutch companies are well aware of the Indonesian business environment and the opportunities (and challenges) it poses for doing business in Indonesia in the fields of circular economy and sustainability, with a particular emphasis on waste management;
- Dutch companies are aware of the instruments that the Dutch government has made available to support doing business in the field of circular economy and sustainability;
- The goods and services that Dutch businesses can provide in support of the development of a circular economy (in particular in relation to waste management) and sustainability challenges more in general in Indonesia have been made visible through communication/social media activities of the Netherlands embassy;
- At least 1 Trade mission and 1 trade promotion event organized every year
- Effective networks among Dutch and Indonesian government authorities and companies regarding circular economy and sustainability have been established/are maintained.
- Knowledge has been actively shared, where appropriate, and teamwork with other (relevant to the task at hand) colleagues at the Embassy within and outside the economic department has been realized; contributions to Embassy-wide activities, reports and strategy development have been made.
- Databases with company information are up to date.

#### Working Experience and Knowledge

- Relevant university business degree or equivalent combination of education and work experience;
- At least 7 years relevant working experience and affinity with trade promotion and sustainable business development;
- An antenna for commercial opportunities, and good knowledge of relevant economic and political issues;
- Understanding of doing business in both an Indonesian and a Dutch context;
- Experience in cooperating with the Indonesian authorities, companies, NGOs and knowledge institutions;
- Fluency in English, both written and orally, is a must (NB: this will be tested); in addition, the candidate should be fluent in Indonesian; knowledge of Dutch would be a considerable advantage.

#### Competencies Required

- Analytical ability
- Strong in oral and written communication
- Strategic and political insight
- External orientation and networking
- Team player
- Results oriented
- Independent and pro-active work attitude
- Accountability
- Integrity

#### **C. Working Environment**

You are employed within the Economic Department, employing four expatriate staff and eight locally recruited employees. You will directly report to the Head of Department and will also work regularly when needed with staff of the other departments for political affairs, public diplomacy and cultural affairs, internal and consular affairs.

The Economic Department is responsible for economic diplomacy, especially promoting and facilitating bilateral trade and investment, as well as the Embassy's work related to sustainability, climate mitigation and adaptation. As Policy Officer Circular Economy and Sustainability, your focus is on business development, but you will also work closely with the (expat) First Secretaries of the Economic and Political Departments, the Senior Officer for Climate Affairs and Water Management, and the Policy Officer working on Energy, in covering a broader range of climate and sustainability related activities.

The Economic Department is part of the Embassy of the Kingdom of the Netherlands in Jakarta, which currently has around 75 staff members. You will work in and from the Embassy building, with occasional possibility to work from home.

The nature of the assignment regularly requires staff to work outside of normal working hours and occasionally make duty trips within Indonesia.

#### Description of Employee

A business developer with relevant working experience, able to translate policy into practice. Will build up and maintain an efficient network in Indonesia, and also in the Netherlands, among companies, government authorities, NGO's, and knowledge institutions. Is able to demonstrate his/her professional knowledge in meetings/papers, and can weigh diverging interests against each other. Understands the expectations on achieving practical results regarding sustainable trade promotion and business development in the Netherlands and in Indonesia. Is able to work pro-actively, independently and as member of a team. Is flexible as to the exact assignments and fields covered.

#### Applications

Applications should be sent to [jak-ea@minbuza.nl](mailto:jak-ea@minbuza.nl) , attention Ms. Ardi Stoios-Braken.

Only applications received before the deadline, written in proper English, containing a cover letter and CV, will be considered and receive a reaction.

#### Deadline for Applications

Deadline for applications is Friday, July 15, 2022.