



**EMBASSY OF DENMARK**  
*Jakarta*

## **VACANCY**

### **DEVELOPMENT COOPERATION AND COMPLIANCE OFFICER**

#### **EMBASSY OF DENMARK IN INDONESIA**

<b>Position:</b>	Development Cooperation and Compliance Officer
<b>Terms of employment:</b>	Full time (37 hours weekly) two-year fixed-term contract with possibility of extension.
<b>Starting date:</b>	1 September 2024 or soon thereafter.
<b>Salary range:</b>	Basic gross annual salary IDR 204,000,000 (with possibility of additional allowances for special qualifications)
<b>Location:</b>	Embassy of Denmark in Jakarta, Menara Rajawali, 25 <sup>th</sup> Floor, Jl. DR Ide Anak Agung Gde Agung, Kawasan Mega Kuningan, Jakarta 12950.
<b>Deadline for application:</b>	Monday 29 July 2024

---

#### **BACKGROUND AND CONTEXT**

Do you want to make a real difference in Indonesia and ASEAN? Are you passionate about environmental and climate projects and eager to collaborate with diverse stakeholders such as the ASEAN, EU, UN, World Bank, and local NGOs? If so, the Development Cooperation and Compliance Officer position at the Danish Embassy in Jakarta could be your perfect opportunity!

The Danish Development priorities are anchored in the Danish development strategy "[The World We share](#)." The aim of the Danish Development work is to fight poverty and inequality along with conflict, displacement and irregular migration while strengthening resilience towards climate change. This focus is also apparent in the Embassy's work in Indonesia and with ASEAN. Since 2018, our development cooperation in Indonesia has primarily shifted towards sector cooperation and smaller grants. We have sector cooperation programs in areas like energy, environment, food and agriculture, investments, and maritime affairs, working closely with Indonesian government counterparts (G2G).

You will become a part of an international, inclusive, and dynamic work environment with opportunities to meet a large variety of partner's including Indonesian government institutions, multilateral organisations and civil society.

#### **JOB DESCRIPTION**

In order to support the implementation and compliance of development projects managed by the Embassy, we are looking for a Development Cooperation and Compliance Officer. It will be a key task to ensure that the Embassy complies with the Danish Foreign Ministry's development policy guidelines that you will be introduced to. It is important that you enjoy working with grant administration, primarily with multilateral organisations and smaller NGO's as this is might be the larger portion of this position.

Another major task will be to support the implementation of the delegated partnership programme: Green Team Europe Initiative Transition to a Circular Economy (TEI CE), that the Embassy is implementing on behalf of the EU. The programme aims at supporting ASEAN Member States (AMS) transitioning from a linear take-make-use-throw away



**EMBASSY OF DENMARK**  
*Jakarta*

economy to a take-make-use-recover-reuse circular economy. The objective is to contribute to the development of a zero-waste economy, increase the efficiency of use of all natural resources and pave the way towards a net zero carbon future. You will support the Development Cooperation Counsellor, assisting with both the development cooperation aspects and diplomatic efforts by collaborating directly with ASEAN, the EU, and other organizations serving as TEI CE implementing partners.

Furthermore, you are expected to foster strong connections with other teams at the Embassy, as your work with the development grants portfolio intersects with their efforts on issues like food security, marine pollution, and climate change.

The Development Cooperation and Compliance Officer will work under the supervision of the Embassy's Development Cooperation Counsellor and be part of the Political and Development Cooperation Team led by the Deputy Head of Mission (DHOM). The Development Cooperation and Compliance Officer will also cooperate closely with several other teams at the Danish Embassy, including the Environment, Energy, Food and Agriculture, Maritime, and Trade and Investment teams.

**Key responsibilities will include, but are not limited to:**

- Overseeing and ensuring compliance on all development funding handled by the Embassy, by supporting colleagues and project managers in adhering to development cooperation guidelines.
- Overseeing the Embassy portfolio from inception to closure, including: supporting the development of the proposals with partners, budget review, overall program monitoring & evaluation, and reporting.
- Ensuring compliance with internal IT systems related to development program implementation.
- Supporting events and visits related to Development Cooperation, including the TEI CE Project and potential ministerial visits.
- Reporting on relevant development policy areas to headquarters in Copenhagen.
- Representing the Embassy in meetings related to development policy and programs, including with the UN family, ASEAN, and the EU.
- Supporting other administrative matters related to development cooperation, including closing older projects under the embassy's portfolio.

**QUALIFICATIONS**

- Graduate degree (or equivalent to Master's Degree) in Development Economics, Development Studies, Political Science, Socio-Economic Development, International Relations or any other related field.
- Minimum 2 years work experience with development cooperation and development programme/project, preferably in an Indonesian and/or ASEAN context.
- Fluency in Bahasa Indonesia and English, both written and spoken.
- Strong IT proficiency and a demonstrably quick learning ability to adapt to our current system and other relevant software.
- Strong understanding of the development programme/project cycle and methodologies.
- Experience in coordinating and managing a project portfolio, including monitoring, reporting, evaluation, financial monitoring, and the closure process.
- Strong coordination and administrative skills. This position will be responsible for overseeing the Embassy's development portfolio and coordinating monitoring, reporting, evaluation, financial oversight, and closure processes with the designated programme/project manager.



**EMBASSY OF DENMARK**  
*Jakarta*

- Experience with financial management, financial reporting e.g. knowledge about how to report on the yearly spending of projects based on yearly audited reports is an advantage.
- Demonstrate strong communication skills to build and maintain strong networks with stakeholders.
- Work experience with Indonesian central and provincial authorities, NGO's, and/or multilateral organisations such as the World Bank, EU, UN or ASEAN is an advantage.

Intrapersonal Skills:

- Ability to find solutions to challenging situations and demonstrate a solution-oriented approach.
- Ability to critically analyse any development cooperation issues and provide insightful comments and feedback to the respective partners or stakeholders.
- Ability to work independently and take initiative, while also collaborating effectively with colleagues.

**What we offer:**

The Embassy is offering a two-year contract with the possibility of extension in accordance with regulations for local staff at the Embassy of Denmark in Jakarta. Your salary will reflect your qualifications, relevant experience and proven work-related results. Basis gross annual salary is IDR 204,000,000 with possibility of additional allowances for special qualifications and functions. In addition, it is possible to receive a performance based bonus.

We would like you to start at as soon as possible (subject to security approval).

**Application and recruitment process:**

Please send your application (cover letter, CV, proof of relevant education, recommendations) by e-mail to: Embassy of Denmark, E-mail: [jktambvacancy@um.dk](mailto:jktambvacancy@um.dk) - with subject 'Development Officer\_[your name]' no later than Monday, 29 July 2024.

The Embassy is obliged to follow EU-rules on handling personal information (GDPR) when receiving and processing job applications. Our processing of personal information will be based on your consent (art. 6, no. 1 litra a). Before applying, please read the privacy policy of the Danish Ministry of Foreign Affairs at <https://um.dk/en/about-us/organisation/contactinformation/the-ministry-of-foreign-affairs-of-denmark-personal-data-policy/>. By submitting your application, you actively consent to our processing of your personal information. The policy outlines your rights, including your right to withdraw consent, details on how we process your data, and information on how to raise concerns about our processing of your personal data.

The Embassy values equal opportunities and welcomes applications from all qualified individuals, regardless of race, sex, religion, age, or disability.

Please note that only short-listed candidates will be contacted. The selected candidate must provide a "No Criminal Record" and successfully pass security clearance by Danish authorities before appointment.

**Questions**

For any questions regarding this position, please contact:

Ms. Haura Sekar Mayang, Development Cooperation and Compliance Officer

E-mail: [hasmay@um.dk](mailto:hasmay@um.dk)

Mr. Per Brixen, Deputy Head of Mission

E-mail: [perbri@um.dk](mailto:perbri@um.dk)



**EMBASSY OF DENMARK**  
*Jakarta*

## **About us**

For more information about the Embassy, see our web page <https://indonesien.um.dk/en>.

\*\*\*