



11 July 2023

## **VACANCY**

### **DEVELOPMENT POLICY AND COMPLIANCE OFFICER**

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

**Position:** Development Policy and Compliance Officer.

**Purpose:** Advice on development policy and ensure compliance on all development funding handled by the Embassy.

**Terms of employment:** Full time, 37 hours weekly including a 30 minutes daily lunch break. The employment will initially be a one-year contract with the possibility of extension. Salary and terms of employment will be based on qualifications and relevant experience, and will follow the staff rules and salary policy for mission-employed staff.

**Starting date:** 1<sup>st</sup> of September 2023 or soon thereafter.

**Location:** Embassy of Denmark in Jakarta, Menara Rajawali, 25<sup>th</sup> Floor, Jl. DR Ide Anak Agung Gde Agung, Kawasan Mega Kuningan, Jakarta 12950.

**Deadline and recruitment:** Thursday 3<sup>rd</sup> of August 2023. Interviews expected in the second week of August. Please send your application to [jktambvacancy@um.dk](mailto:jktambvacancy@um.dk) with cc to [villew@um.dk](mailto:villew@um.dk) with the subject field "Development Policy Officer, [insert your name]". Your application should consist of a cover letter (maximum 1 page), CV, graduation certificate, and preferably recommendations from previous positions. The Embassy attaches great importance to equal opportunities for all and therefore welcomes applications from all qualified persons regardless of ethnicity, sex, religion, age, or disability.

**Contact:** If you have questions about the position, you are welcome to contact the current Development Policy Officer, Vilma Lewis-Clemmensen, at [Villew@um.dk](mailto:Villew@um.dk) or +62 811 1067 7110.



## **BACKGROUND AND CONTEXT**

Do you wish to be an integral part of the Danish Embassy in Indonesia's work with Development cooperation? Do you like working with reporting systems and ensure compliance? Then the position as Development Policy and Compliance officer at the Danish Embassy in Indonesia might be your future position.

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, where all teams work with environmental and/or climate projects.

Since 2018 the Danish Development Cooperation with Indonesia has primarily been through 'Sector programmes' and smaller development grants. The Danish Embassy has several sector programmes incl. Energy, Environment, Food and Agriculture, Investments, and the Maritime area. These sector corporations work G2G and constitute a large part of the Danish development work. The other leg of the Danish development cooperation in Indonesia are the development grants portfolio that you will manage and coordinate with our colleagues. Your portfolio will consist of a number of smaller ongoing grants and some older grants that need to be closed.

## **JOB DESCRIPTION**

You will become a part of an international, inclusive, and dynamic work environment with opportunities to meet a large variety of partners. You will work with Danish and Indonesian colleagues at the Embassy and at the Danish MFA HQ in Copenhagen and advice senior management and relevant desk officers on Development Policy whilst also ensuring that the Embassy complies with the Danish MFA's development policy guidelines. It is important that you have an interest in working with grant administration, as the Embassy is in the process of closing some older projects and have a broad portfolio of smaller grants, primarily with multilateral organisations and smaller NGO's.

The position will be part of the Embassy's "Blue Cluster"/Political Team and refer to the senior management of the Embassy especially the Deputy Head of Mission. You will work closely with the other teams at the Embassy, as the development grants portfolio plays into the work of the other teams.

Your primary tasks will be to:

- Advising on development policy and Danish Interventions based on grants.
- Represent the Embassy in meetings related to development policy and development programmes incl. focal point for the UN family (with DHOM).
- Overseeing and ensuring compliance on all development funding handled by the Embassy, by supporting desk-officers in complying with MFA guidelines on development cooperation.
- Ensure compliance in internal MFA IT-systems related to the implementation of development programmes.
- Develop proposals and follow up on the Danish Finance Act related to development activities.
- Main contact to MFA departments such as FRU (Financial management and support in relation to Dev. Cop), APD (Africa, Policy and Development), and ALO (Asia, Latin America and Oceania) on development issues.
- Report to Copenhagen on relevant development policy areas.
- Support events and visits related to Development Cooperation, including potential ministerial visits.
- Other tasks in the Blue cluster.



### **QUALIFICATIONS**

- Minimum 2-3 years' work experience with development cooperation and knowledge of the entire project cycle of development projects.
- Strong coordination and administrative skills, as it will be your job to keep an overview of the project portfolio, and coordinate monitoring, reporting, evaluation, financial monitoring, and the closure process with the desk officers responsible for the projects.
- Experience with financial management, financial reporting e.g. knowledge about how to report on the yearly spending of projects based on yearly audited reports.
- Good communication and experience with building strong networks.
- 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.
- Knowledge of Danish development and foreign policy priorities is an advantage but not a must.
- Ability to approach a broad portfolio of many smaller grants in a structured way.
- Fluency in English.
- You should be able to work independently and take initiative, but also be able to work closely together with colleagues.

### **GDPR AND SECURITY CLEARANCE**

The Embassy is obliged to follow EU-rules of handling personal information (GDPR) when we receive and process job applications. Our processing of personal information will rely on your consent (art. 6, no. 1 litra a). Please read the privacy policy of the Danish Ministry of Foreign Affairs before applying (<https://um.dk/en/about-us/organisation/contact-information/the-ministry-of-foreign-affairs-of-denmark-personal-data-policy/>). By sending your application, you actively consent to our processing of your personal information. In the above-mentioned policy you can read more about your rights (among others your right to withdraw your consent), how we process your data and how to complain about our processing of your personal data.

The chosen candidate must present a "No Criminal Record" and pass security clearance by the Danish authorities prior to appointment.

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