

<b>Job Title:</b>	<b>Open Data Lab Jakarta Innovation and Engagement Manager</b>		
<b>Department:</b>	Programmes	<b>Contract:</b>	Full time
<b>Reports to:</b>	Jakarta Lab Executive Director	<b>Duration:</b>	1 year renewable
<b>Location:</b>	Jakarta		
<b>Direct reports:</b>	No direct reports. Works in close coordination with the Jakarta Lab's Research Manager, Data Scientist and Senior Project Manager.		
<b>Job Role</b>			
<b>Role Overview:</b>	<p>At the Web Foundation's Jakarta Lab, we are interested in implementing and supporting projects that increase or hasten access, analysis, understanding, interpretation, and dissemination of open data to tackle specific social, economic, and political challenges. As the Lab's Innovation and Engagement Manager, you will be chiefly responsible for supporting and strengthening a growing community of open data activists through targeted trainings, incubation support (incl. technical and financial assistance), as well as building and fostering a diverse and interdisciplinary community of practice. You will be responsible for managing a new and exciting project at the Jakarta Lab that seeks to bring together social innovators with tech-savvy individuals to explore and exploit the potential of open data. You will lead the identification and selection of suitable partners, design appropriate support structures, and provide guidance and mentoring throughout execution of a range of open data innovation projects. While the focus of this project will be in Indonesia, you will also be working with partners across Southeast Asia by building relationships with other labs and tech hubs in the region.</p> <p>You will be part of the multidisciplinary Jakarta Lab team managing your own area of work with clearly defined responsibilities, but you will also contribute to activities across the wider Web Foundation open data programme. You will be comfortable with decision-making, taking calculated risks, accepting the responsibility for failure and giving credit for success to partners. You should be able to work in a start-up environment taking on different roles with varying responsibilities.</p>		
<b>Accountabilities</b>			
<b>Key Accountabilities / Responsibilities:</b>	<b>Key Activities</b>	<b>% time on task</b>	
<b>Engagement &amp; Incubation</b>	<ul style="list-style-type: none"> <li>Take the lead in developing a conceptual framework for effectively supporting organisations and individuals in implementing open data projects in Indonesia through targeted technical and financial support by the Jakarta Lab</li> <li>Develop, test, and adapt concepts, methods, and tools to facilitate collaboration among stakeholders from the social and technology sectors in Indonesia</li> </ul>	<b>40%</b>	

	<ul style="list-style-type: none"> <li>● Organise pitching events, data dives, and meet-ups for a growing and dynamic open data community in Jakarta and other cities in Indonesia</li> <li>● Coordinate with other groups and networks in the broader tech and governance space in Indonesia and the region, and collaborate on joint events and activities</li> <li>● Steer and coordinate the joint development of tools, manuals, and knowledge products by groups of interested stakeholders from various sectors, including activists, civic hackers, students, researchers, and government officials</li> <li>● Contribute to the identification of opportunities and engage with partners for new projects or new phases of on-going work, and define and prioritise key activities across themes and countries based on a carefully-drawn selection criteria</li> <li>● Manage a community of open data advocates through online collaboration tools (e.g. portal, mailing list, forum) agreed with the Lab's Executive Director</li> </ul>	
<p><b>Training &amp; Mentoring</b></p>	<ul style="list-style-type: none"> <li>● Provide guidance, mentoring, and coaching to partners identified through a systematic selection process in order for them to start or grow their work in hastening open data to tackle specific social, economic, and political challenges</li> <li>● Conceptualise and design trainings on the technical dimension of open data, such as data analysis, visualisations, and dissemination</li> <li>● Organise and run open data trainings for various groups, especially civil society groups and government agencies</li> <li>● Strengthen open data initiatives by acting as a bridge or intermediary between data suppliers and users by articulating and investigating data needs and availability</li> <li>● Contract and manage consultants and service providers working as mentors and trainers</li> <li>● Report on progress of activities on a periodic basis, as agreed with the Lab's Executive Director</li> </ul>	<p><b>30%</b></p>
<p><b>Communication and Networking</b></p>	<ul style="list-style-type: none"> <li>● Build partnerships with other tech hubs and labs in the region</li> <li>● Write project and workshop reports, or take the lead in commissioning the production of such outputs</li> </ul>	<p><b>20%</b></p>

	<ul style="list-style-type: none"> <li>● Present the Jakarta Lab’s work at conferences, events, and partner meetings</li> <li>● Plan and conduct outreach activities on the trainings and engagement activities, and grow and foster our network of project partners in Southeast Asia</li> <li>● Together with the Web Foundation’s communications team, build profile and thought leadership through public speaking and writing, ensuring relevant work is represented in key spaces</li> </ul>	
<b>Strategy &amp; Development</b>	<ul style="list-style-type: none"> <li>● Identify areas for further engagement and training work</li> <li>● Contribute to funding proposal development based on the Lab’s innovation strategy and work with partners to access financial and technical support</li> <li>● Contribute to the continuous development of the Lab’s portfolio of open data research and innovation projects</li> <li>● Support and participate in the development of strategic plans and re-usable frameworks for open data engagement and training work and other Web Foundation projects</li> </ul>	<b>10%</b>
<b>Person Specification</b>		
<b>Education &amp; Certifications</b>	<ul style="list-style-type: none"> <li>● Bachelor’s Degree level required; Master’s or higher desirable</li> </ul>	
<b>Essential Knowledge and Experience</b>	<p>Engagement and incubation</p> <ul style="list-style-type: none"> <li>● Experience in designing, launching, and sustaining projects, preferably in the technology space</li> <li>● Experience in commissioning and managing consultants and service providers</li> <li>● Proficiency in design thinking skills, especially those related to technology and governance</li> <li>● Ability to manage a diverse group of people to achieve specific sector outcomes and sustain networking relationships</li> <li>● Ability to engage with and talk about open data to a range of partners, e.g. explaining the importance and potential of open data to a minister, and a human rights activist, on separate occasions</li> <li>● Flexibility and humility: you need to know when to push forward or take a step back, be able to give credits for success to partners, and take the responsibility for failure</li> </ul> <p>Training and mentoring</p> <ul style="list-style-type: none"> <li>● Experience in the development and delivery of trainings, preferably in Indonesia. Experience in other countries in the region is desirable</li> </ul>	

	<ul style="list-style-type: none"> <li>● Experience in facilitating workshops and trainings</li> <li>● Experience in mentoring and coaching and in the delivery of targeted support to learners on specific work actions related to governance and/or technology, or both</li> <li>● Knowledge of data processing tools</li> </ul> <p>Communication and networking</p> <ul style="list-style-type: none"> <li>● Experience in building and coordinating multi-stakeholder networks</li> <li>● Excellent oral and written communication skills in Indonesian and English; able to produce high quality training material and knowledge products</li> <li>● Good public speaker, comfortable speaking in front of large audiences</li> </ul> <p>Teamwork</p> <ul style="list-style-type: none"> <li>● Ability to work as part of a distributed team and to work independently in a start-up environment, meeting tight deadlines and multiple priorities with minimal supervision</li> <li>● Sensitive to different cultural and social contexts, able to collaborate successfully with people from different countries</li> <li>● Ability to adapt to change quickly and to take on different roles with varying responsibilities: the Jakarta Lab operates like a start-up and work can be very challenging and different from one day to the next</li> </ul> <p>Critical thinking, curiosity, and risk-taking</p> <ul style="list-style-type: none"> <li>● Ability to cope with ambiguity: at the Lab, things are not always straightforward and we don't innovate in a controlled space where all parameters are constant, but in the real world full of irrationality and ambiguity</li> <li>● Curiosity and the ability to ask the right questions</li> <li>● Ability to systematically assess and take risks and be ready to fail without putting our or our partners' reputation and operations at risk</li> <li>● Ability to continuously question the Lab's frameworks, methods, and tools</li> </ul>
Desirable Knowledge and Experience	<ul style="list-style-type: none"> <li>● Experience in a tech start-up, incubator or accelerator, venture capital or seed funding firm</li> <li>● Demonstrated expertise in programming, development of apps and tools, training</li> <li>● Experience in using Web-based tools for creating, sharing, and collaborating on work</li> </ul>

To apply submit your CV and a motivational letter of no more than two pages to [info@labs.webfoundation.org](mailto:info@labs.webfoundation.org) including the subject line "Jakarta Lab Innovation and Engagement Manager" in your email.

Please indicate whether you possess the right to work (i.e. citizenship, permanent residence, or work permit) in Indonesia.

**Application closing date: 6 December 2015**