

Job Title:	Open Data Lab Jakarta Senior Project Manager		
Department:	Programmes	Contract:	Full time
Reports to:	Jakarta Lab Executive Director	Duration:	1 year renewable
Location:	Jakarta		
Direct reports:	No direct reports. Works in close coordination with the Jakarta Lab's Research Manager, Innovation and Engagement Manager and Data Scientist.		
Job Role			
Role Overview:	<p>At the Web Foundation's Jakarta Lab, we are interested in implementing or 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 Senior Project Manager, you will be chiefly responsible for designing and managing the Jakarta Lab's innovation projects involving multiple partners – in Indonesia and across Southeast Asia. Your job is to contribute towards a better understanding of how open data can be an effective tool to address real problems by designing, testing and learning from open data innovation projects. You will be responsible for building methods, tools, knowledge products, process maps, and services that will increase the potential of open data to generate wider social impact.</p> <p>You will be part of the multidisciplinary Jakarta Lab team, and will manage the projects of the Jakarta Lab, but also contribute 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, and able to work in a start-up environment taking on different roles with varying responsibilities.</p>		
Accountabilities			
Key Accountabilities / Responsibilities:	Key Activities	% time on task	
Project Development	<ul style="list-style-type: none"> Identify opportunities and engage with partners for new projects or new phases of on-going work. Define and prioritise key activities across themes and countries based on carefully-drawn selection criteria Contribute to the development of project designs giving consideration to the results of the 2015 Regional Open Data Agenda-Setting Workshop and the strategic plan of the Lab, as well as the wider open data innovation agenda of the Web Foundation 	20%	

	<ul style="list-style-type: none"> ● Contribute to funding proposal development based on the Lab's innovation strategy and work with partners to access financial and technical support ● Contribute to the continuous development of the Lab's portfolio of open data research and innovation projects 	
Project Management	<ul style="list-style-type: none"> ● Lead the implementation of projects and coordinate project teams consisting of Lab staff, partner staff, and consultants ● Contract and manage consultants and service providers working on individual or multiple projects ● Develop re-usable frameworks, methods, and tools for use by the Lab or the partners we engage with ● Write project and workshop reports, and/or take the lead in commissioning the production of such outputs ● Design and facilitate workshops for a diverse set of stakeholders ● Report on progress of projects on a periodic basis, as agreed with the Lab's Executive Director 	50%
Communication and Networking	<ul style="list-style-type: none"> ● Take the lead in the development of knowledge products based on project and workshop reports, such as our How To Guides or Lessons Learned papers. ● Present the Jakarta Lab's work at conferences, events, and partner meetings ● 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 	20%
Strategy & Development	<ul style="list-style-type: none"> ● Identify areas for further research and innovation ● Support and participate in the development of strategic plans and frameworks for open data innovation work, and other Web Foundation projects 	10%
Person Specification		
Education & Certifications	<ul style="list-style-type: none"> ● Bachelor's Degree level required; Master's or higher desirable 	
Essential Knowledge and Experience	<p>Project development and management</p> <ul style="list-style-type: none"> ● Experience in the design and management of complex projects and coordination of stakeholders with oftentimes opposing priorities and interests, preferably in Indonesia. Experience in other countries in the Southeast Asia region is desirable. 	

	<ul style="list-style-type: none"> ● Experience in commissioning and managing consultants and service providers ● Knowledge of basic monitoring and evaluation techniques ● Ability to interact with 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 ● 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 ● Experience in facilitating workshops and trainings <p>Communication</p> <ul style="list-style-type: none"> ● Excellent oral and written communication skills in Indonesian and English; able to produce high quality project reports, proposals, presentations, briefing papers, etc. ● Good public speaker, comfortable speaking in front of large audiences <p>Teamwork</p> <ul style="list-style-type: none"> ● 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 ● Sensitive to different cultural and social contexts, able to collaborate successfully with people from different countries ● 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 <p>Critical thinking, curiosity, and risk-taking</p> <ul style="list-style-type: none"> ● 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 ● Curiosity and the ability to ask the right questions ● Ability to systematically assess and take risks and be ready to fail without putting our or our partners' reputation and operations at risk ● Ability to continuously question the Lab's frameworks, methods, and tools
<p>Desirable Knowledge and Experience</p>	<ul style="list-style-type: none"> ● Relevant experience in Open Government-related fields (open data, governance, civic tech). As an alternative, experience in governance-related projects for more than three years if without open government experience. ● Demonstrated expertise in technology policy and/or governance innovation

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| | <ul style="list-style-type: none">• Experience in using Web-based tools for creating, sharing, and collaborating on work• Track record in successful funding proposal writing |
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To apply submit your CV and a motivational letter of no more than two pages to info@labs.webfoundation.org including the subject line “Jakarta Lab Senior Project 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