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| Job Title: | Open Data Lab Jakarta - Lab Manager | | |
| Department: | Programmes | Contract: | Full time |
| Reports to: | Open Data Research and Innovation Manager | Duration: | 1 year renewable |
| Location: | Jakarta, Indonesia | | |
| Direct reports: | Jakarta Lab Research Manager Jakarta Lab Strategic Partnerships and Outreach Manager Jakarta Lab Data Scientist Jakarta Lab Communications Strategist Jakarta Lab Innovation and Engagement Manager | | |
| Job Role | | | |
| Role Overview: | <p>You will ensure the Jakarta Lab delivers cutting-edge projects with the power to change current paradigms. You will manage a team of diverse background; work with partners, donors and other stakeholders to ensure the Lab's success; and contribute to the achievement of the overall thrust of the Web Foundation's Participation and Accountability work. You will support and guide the team in the design and implementation of a range of diverse open data research and innovation projects in Indonesia and in select countries in the Southeast Asia region.</p> <p>As the Lab Manager you will be comfortable with decision-making, taking calculated risks, learning from failure and sharing credit for success with partners. You should be 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 | |
| Staff, Project and Financial Management | <ul style="list-style-type: none"> ● Guide and supervise staff on the design, implementation and evaluation of projects, including the management of project budgets, partnerships and project deliverables and compliance with donor requirements ● Ensure the timely and effective implementation of the Jakarta Lab's monitoring and evaluation framework ● Manage staff effectively by setting clear objectives and proactively identifying and addressing capacity needs ● Cultivate a positive, high-performance staff climate and working culture at the Lab, and support the integration of the Lab team into the wider Web Foundation team | 50% | |

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| | <ul style="list-style-type: none"> Review and approve project budgets, decide on spending priorities and monitor spending and donor compliance with support from the Web Foundation Finance team | |
| Organizational Development, Relationship Management and Fundraising | <ul style="list-style-type: none"> Lead the implementation of the Lab's strategic framework and ensure that strategic priorities are effectively operationalised in the design of Lab projects Represent the Web Foundation and the Jakarta Lab at meetings, conferences and events and in the media Assist, or if necessary take the lead, in the identification, development and implementation of research and innovation projects, trainings and events conducted by the Lab in Indonesia and the region Supported by the Open Data Research and Innovation Manager and the Open Data Regional Research Manager Asia, brief, discuss and take on suggestions from our funding partners on a regular basis In coordination with relevant colleagues in the Participation and Accountability programme and the Web Foundation as a whole, establish and foster key partnerships with stakeholders in Indonesia and the region | 40% |
| Contribution to the Web Foundation | <ul style="list-style-type: none"> Contribute to the design, development and management of cross-cutting programme and advocacy activities in the region Contribute to integration and strategic coherence of activities within the Participation and Accountability programme, as well as across Web Foundation programme areas when appropriate Contribute to the development and continuous enhancement of the overall strategy, influence and success of the Web Foundation Attend and contribute to team meetings, calls and other related team communication both at the programme and organizational level | 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 | Staff, Project and Financial Management | |

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| | <ul style="list-style-type: none"> ● At least 5 years of experience in the design and management of complex projects and coordination of stakeholders with oftentimes opposing priorities and interests ● Management of budgets, narrative and financial reporting and teams of at least 4 people ● Experience in commissioning and managing consultants and service providers ● Knowledge of basic monitoring and evaluation techniques <p>Organizational Development, Relationship Management and Fundraising</p> <ul style="list-style-type: none"> ● Ability to build and sustain networking relationships ● Ability to engage and 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 <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 ● 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 ● Flexibility and humility: you need to know when to push forward or take a step back, share credit for success with partners, and embrace the opportunity to learn from failure <p>Leadership</p> <ul style="list-style-type: none"> ● Strategic thinking, organising and action planning ● Track record of managing a diverse group of people to achieve specific outcomes ● Ability to navigate through ambiguity to results: 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 ● 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 constructively question the Lab's frameworks, methods and tools towards their enhancement <p>Communication and Networking</p> <ul style="list-style-type: none"> ● Experience in building and coordinating multi-stakeholder networks ● Excellent oral and written communication skills in Indonesian and English ● Good public speaker, comfortable speaking in front of large audiences |
| <p>Desirable Knowledge and Experience</p> | <ul style="list-style-type: none"> ● Experience in managing projects in other countries in the Southeast Asia region is desirable ● Experience in the management of multinational, multicultural teams |

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| | <ul style="list-style-type: none">● Experience in a tech start-up, incubator or accelerator, or social business● Experience in using Web-based tools for creating, sharing, and collaborating on work● Experience in facilitating workshops and trainings● Ability to produce high quality knowledge products● Fundraising experience● Knowledge of open government and open data |
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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 Manager” in your email.

This position is open to Indonesian nationals only.

Application closing date: 15 July 2016