Job Title:	Project Manager		
Department:	Programmes/Digital Citizenship	Contract:	Full time
Reports to:	Jakarta Lab Manager	Duration:	1 year renewable
Location:	Jakarta, Indonesia		
Direct reports:	None		
Nationality	Citizen of Indonesia or foreign national in possession of work permit in Indonesia and fluent in Bahasa Indonesia		

Job Role			
Role Overview:	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 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.		

Accountabilities		
Key Accountabilities / Responsibilities:	Key Activities	% time on task
Project Development and Management	- Contribute towards a better understanding of how data can be an effective tool to address real problems by designing, testing and learning from data innovation projects, and be able to adapt and adopt these for the Lab's projects - Be responsible for designing and applying methods, tools, knowledge products, process maps, and media (e.g. visualizations, blog post, papers, research reports, or any other type of publications) that demonstrate the value of data for the public good - Undertake monitoring and evaluation of projects to ensure achievement of desired outcomes and outputs - Have to be comfortable with decision-making, taking calculated risks, accepting the responsibility for failure and giving credit for success to partners	**70%**

	● Provide support and strategic advice to project partners	
Networking and Engagement	● Present the Lab at public events, including conferences, workshops, discussion forums, and meetings as needed ● Engage with partners and other stakeholders for effective and efficient project implementation	**20%**
Strategy	● Support and participate in the development of strategic planning and proposals for activities	**10%**
Person Specification		
Education & Certifications	● Bachelor's Degree level required; Master's or higher desirable	
Essential Knowledge and Experience	● Experience in the design and management of complex projects and coordination of stakeholders with oftentimes opposing priorities and interests, preferably in Indonesia. Additional experience in other countries in the Southeast Asia region is an advantage. ● Knowledge of basic monitoring and evaluation techniques ● Ability to interact with a range of partners, and prior experience in commissioning and managing consultants and service providers ● Experience in facilitating workshops and trainings ● 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 ● Ability to independently work in a start-up environment, meeting tight deadlines and multiple priorities with minimal supervision—Adaptable and can take on different roles and/or responsibilities should the need arise, as the Lab's work can be very challenging and different from one day to the next ● Ability to work remotely and communicate effectively within a diverse team ● Curiosity and the ability to ask the right questions—we're looking for someone who can contribute to and question the Lab's frameworks, methods, and tools	
Desirable Knowledge and Experience	● 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 ● Track record in successful funding proposal writing ● Ability to use Web-based tools for creating, sharing, and collaborating on work, e.g. Google apps, GitHub