

Millennium Challenge Account – Indonesia
Reducing Poverty through Economic Growth



Intern Project Assistant Support
Green Prosperity Project

The Republic of Indonesia and the United States of America, acting through the Millennium Challenge Corporation (MCC) entered into a Millennium Challenge Compact on November 19, 2011. The Millennium Challenge Account-Indonesia (MCA-Indonesia) is a Trustee Institution established by the Government of Indonesia to act as its designee in supervising and managing the implementation of the five-year Compact Program in Indonesia. Our goal is to reduce poverty through economic growth by implementing Green Prosperity, Community-based Health and Nutrition, and Procurement Modernization projects. MCA-Indonesia has been fully operational since April 2013.

MCA – Indonesia is looking for :
Intern, Project Assistant Support – Green Prosperity Project

1. INTRODUCTION

1.1 The Compact

In November 2011 the Government of the United States through the Millennium Challenge Corporation (MCC) entered into an agreement with the Government of Indonesia (GOI) for “Compact”, a five-year program aiming at reducing poverty in Indonesia through economic growth. In particular, Compact supports GOI’s development objectives in the areas of procurement modernization, health and nutrition improvement, and sustainable natural resource management through 3 projects: the Procurement Modernization Project, the Community-based Nutrition to Prevent Stunting Project, and the Green Prosperity Project. Compact came into force on April 2, 2013 and with its five-year term will conclude on April 2, 2018. To manage and implement Compact and its three projects, GOI has established the Millennium Challenge Account-Indonesia (MCA-I).

MCA-Indonesia has three projects under Compact Program: Green Prosperity, Community-based Health and Nutrition to Reduce Stunting and Procurement Modernization. The Green Prosperity (GP) Project seeks to address critical challenges to economic growth while aiming to finance and support green growth projects at district level, to contribute to Indonesia commitment to sustainable, less carbon-intensive future.

To achieve above objectives, GP Projects implement four activities: 1) Participatory Land Use Planning, 2) Technical Assistance and Oversight, 3) Green Prosperity (GP) Facility Activity and 4) Green Knowledge. The Green Knowledge has to fulfill two main objectives which are (i) Capacity building for local and provincial stakeholders to stimulate a shift toward low carbon development policies in local and provincial governments and to support the sustainability of MCC’s investment in the GP Project and (ii) Development and improvement of centers of excellence in science and technology related to low carbon development at the regional and national level with an emphasis on renewable energy and closely related areas of natural resource management, and other related activities.

The Intern Project Assistant for Green Prosperity Project is to assist the team under Grant Windows of the Green Prosperity Project, as well as other routine, day-to-day project support tasks for a specified duration.

Main Task/Responsibilities:

- Assistance in project support for the preparation and development of the Natural Resource Management Team, Renewable Energy Team, and Relationship Management Team, e.g. assisting project proposal evaluation, assisting due diligence, and assisting reports preparation.
- Assistance in development of database and information management system which will serve as a repository and share point of Project in District/Local Development-related documents and information.
- Assistance in the development of Green Prosperity - Projects Implementations and Project Oversight, information sheet, assessments and other documents required to inform or update internal as well as external stakeholders of the Project Progress.
- Supporting in project coordination during the implementation of Grant Windows' events within the GP Project.
- Provision of assistance and support to overall supporting aspect of the Grant Windows, e.g. setting-up and following-up on meetings, correspondences, summarizing documents, etc.
- Assistance to Grant Windows in monitoring and manage timelines, provide necessary reports as required.
- Other project supports and related tasks as directed by respected Supervisor.

Requirements:

Education, experience and technical competencies:

- A fresh graduate degree from reputable university and preferably has sound knowledge in natural resources management and/or renewable energy.
- Good writing skill in Bahasa Indonesia and English especially familiar with English proposals.
- Good knowledge in Microsoft Office, Microsoft Excel, and Microsoft Power Point.

Personal attributes and competencies:

- Excellent interpersonal and computing skills.
- Good coordination and communications skills.
- Demonstrate creativity and innovatively.
- Good in planning and setting up priority, and can work under time pressure.
- Have capability and flexibility in adopting change of priority and target.

Terms and Conditions:

- The duration of internship will be for three months with the possibility for an extension for three months. This duration is expected to be sufficient to allow the Interns to gain a comprehensive learning and experience from the exposure to economic analysis duties.
- During the duration of the Internship the Interns will be under the direct mentors and reporting to Green Prosperity Grant Windows of GP Project on a daily basis coordination and by monthly reports.
- We will provide a daily transport allowance during the internship.
- The duty station will be at MCA-Indonesia Office in Jakarta, Indonesia with possibility for traveling depending on the tasks.

Application Process:

- The position will be closed by **March 23, 2015, 16.00 WIB** and please send a letter for interest the suitability for and the potential contribution to the position, a detailed CV and contact details for referees to recruitment@mca-indonesia.go.id ☐ Only shortlisted interns will be contacted.
- Please indicate the **position** in the **email subject line**.