**COORDINATING MINISTRY FOR ECONOMIC AFFAIRS
REPUBLIC OF INDONESIA**

TERMS OF REFFERENCE

Data and Technology Specialist

EITI INDONESIA SECRETARIAT

EITI Indonesia Secretariat
Data and Technology Specialist

Background

The Extractive Industries Transparency Initiative (EITI) is a global standard for promoting openness and accountable management of natural resources. Since 2010, the Republic of Indonesia has been voluntarily and actively participating in the EITI, and in 2014 the country was declared "compliant" by the EITI International Secretariat in Oslo, Norway.

Under the EITI in Indonesia, oil, gas, and mining companies are expected to report the total amount of all significant payments to the government, including taxes, royalties, and other related payments. Separately, government agencies responsible for collecting those revenue streams report the amounts received. These two sets of data submissions are cross-checked by an independent reconciler. The results of this reconciliation are then published widely, and a significant effort is made to engage the public and stimulate broader dialogue on how Indonesia's natural resources are being managed.

The benefits of Indonesia's participation in the EITI are wide-ranging, particularly given the significant role that the extractives industry plays in Indonesia's economy.[1] For the government, the EITI can help to identify leakages in revenue collection, and as well as reinforce the government's commitment to anti-corruption efforts and maintaining a stable and transparent environment for future investments in the sector. For companies, participation in the EITI can help improve the often negative public perceptions of the extractives industry, and build trust between companies and the communities in which they operate. For civil society (NGOs, media, academic institutions, etc.), participation in the EITI can help deepen citizens' understanding of the sector, and stimulate meaningful dialogue on how the country's natural resources are being managed for the benefit of all Indonesian people.

The EITI is being implemented in Indonesia by a multi-stakeholder group (MSG) comprised of representatives from the government, companies and civil society. While the MSG is responsible for the overall strategic direction and implementation of the EITI, the day-to-day activities around EITI are managed by a National EITI Secretariat, housed within the Coordinating Ministry for Economic Affairs.

The Data and Technology Specialist will be a key member of the National Secretariat to develop and implement a strategy and plan to manage and disseminate data and information collected and produced by EITI Indonesia to ensure they are an informative, accessible and reusable resource for all stakeholders. He or She will also responsible to ensure the smooth running of systems, programs and technology hardware within the organization. The position will report to the Team Leader/ Deputy Head of Secretariat.

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[1] The extractive sector represented 16 percent of GDP (7 percent from mining and 8.5 percent from oil and gas) and more than 40 percent of exports (22 percent from mining and 20 percent from oil and gas) in 2011. Moreover, extractives-related revenues account for approximately one third of Indonesia's national budget.

Duties :

The primary duties of the Data and Technology Specialist will include, but not be limited to:

- Leading EITI-Indonesia's approach to and implementation of extractives data management and analysis, and advancing EITI-Indonesia's engagement in the global and national dialogue on open data access;
- Maintaining and updating the Indonesia Online Extractives Data Portal to provide access to machine-readable data from all annual EITI-Indonesia Reports and other data sources where relevant, including the maintenance of the Database to ensure all (summary and disaggregated) data from subsequent EITI reports are updated. This includes ensuring the data obtained from the Independent Administrators and other sources are consistent and formatted/structured properly.
- Providing technical guidance and assistance to the relevant ministry information technology and data management staff on the operations and maintenance of Data Portal and Database to ensure their continuity.
- Promoting the meaningful utilization of the Data Portal among relevant stakeholder groups, and advocating for further integration of various government data platforms towards "mainstreaming" of EITI-Indonesia, in accordance with the EITI Standard.
- In collaboration with the Secretariat's Communications and Outreach Specialist, maintaining and updating EITI-Indonesia's website to provide the latest information and updates about EITI-Indonesia plans, activities and products;
- In collaboration with the Team of the Secretariat, preparing educational materials based on EITI-Indonesia (and/or other related data) with the aim of facilitating broad public understanding of extractives governance-related themes (i.e: charts, diagrams, infographics).
- Supporting the Team Leader in organizing and facilitating trainings for stakeholder groups on the utilization of the Data Portal, extractives data analysis, and related themes.
- Providing general guidance and trouble-shooting support for data collection/organization/ presentation related to annual EITI Report production.
- Ensuring complete data integrity and redundancy (protection of data and secure backup of all historical EITI-Indonesia data, including Portal data).
- Provide general IT support to National Secretariat staff as/when needed.

Deliverables

- Continuous maintenance of EITI-Indonesia website and Online Extractives Data Portal, including regular content updates and online publication of all available data relevant to EITI Reports (i.e. machine-readable data, electronic copies of relevant laws/regulations, links to spatial data, Implementation Team activities, etc.)
- Day-to-day support provided to National Secretariat staff on data visualization for communications materials, technical briefings, Implementation Team decision-making, etc.

- In collaboration with Communications Specialist, at least two significant infographics relating to extractives revenue/governance in Indonesia, to be published online or incorporated into communications materials.
- Demonstrable working relationships with other government entities and NGOs relevant to open data, spatial mapping of extractives activities, and EITI mainstreaming (i.e. Open Government Indonesia, DG Migas, SKK Migas, EITI International Secretariat, NRGI, PWYP, etc.)
- In collaboration with the World Bank and other CSOs, co-coordination of at least one training focusing on utilization of the Online Data Portal and data analysis for policymaking
- All computers are free of viruses at all times
- All computers are able to communicate with each other, the Internet and print at all times
- All data is backed up weekly

Qualifications and Experience:

- The candidate shall have a Bachelors degree in Information System/Technology with at least five years of relevant experience working with information technology and data information management. Masters degree preferred;

- Must be familiar with SQL queries and relational data models;

- Must have demonstrated experience in installing, configuring, administering and maintaining database systems, with proven expertise in SQL and popular database management systems such as but not limited to MySQL or PostgreSQL;

- Must have demonstrated experience in managing Content Management Systems (CMS);

- Previous experience with GIS technology would be advantageous, but is not required;

- Good knowledge of extractive industries, open data policy and other transparency initiatives particularly in Indonesia would be advantageous, but is not required;

- Highly self-motivated and believe in the mission of EITI Indonesia;

- Proficient in spoken and written English;