



## The Asia Foundation

Improving Lives, Expanding Opportunities

### **POSITION INFORMATION**

<b>Position</b>	: Assistant Program/MEL Officer
<b>Unit Name</b>	: PARTISIPASI (Indonesia Democratic Participation Program)
<b>Location</b>	: Jakarta
<b>Job Type</b>	: Full-time staff
<b>Closing Date</b>	: June 17, 2026

### **PROGRAM BACKGROUND**

The Asia Foundation (TAF) is supporting the implementation of PARTISIPASI (Indonesia Democratic Participation Program), an Australian Government-supported initiative designed to strengthen democratic resilience and participation in Indonesia.

PARTISIPASI is a multi-year program that aims to support Indonesian state and non-state actors to maintain substantive democracy through strengthened civic participation, institutional accountability, and collaborative democratic action. The program builds on lessons from previous democracy and governance programs and supports Indonesia's efforts to strengthen democratic participation, public engagement, and institutional resilience.

PARTISIPASI focuses on five key areas: electoral integrity, parliamentary accountability, civic participation and education, independent and quality media, and countering mis/disinformation. The program works with government institutions, civil society organizations, universities, media organizations, think tanks, and other stakeholders at both national and subnational levels.

As one of the implementing partners under PARTISIPASI, The Asia Foundation manages and delivers a range of activities that contribute to the program's objectives, including strengthening democratic participation, public engagement, policy dialogue, and collaboration among key stakeholders.

### **SUMMARY OF JOB RESPONSIBILITIES**

Based in Jakarta, the Assistant Program / MEL Officer will support the implementation of monitoring, evaluation, and learning (MEL) activities for TAF-implemented components and activities under the PARTISIPASI program. The position will support data collection, monitoring, reporting, and learning processes to ensure timely and accurate tracking of program progress, outputs, outcomes, and lessons learned. The Officer will assist in maintaining monitoring systems and databases, compiling and validating program data, supporting reporting requirements, and documenting program achievements and results.

Working closely with program staff, implementing partners, consultants, and the program-level MEL Hub, the Assistant Program / MEL Officer will contribute to evidence generation, learning, and adaptive program management. The position will support TAF's commitment to quality programming, accountability, and results-based management.

### **RELATIONSHIP**

#### *Internal*

- Maintain regular coordination and communication with the PARTISIPASI program team and other relevant TAF staff.

- Work closely with Program Officers, Program Assistants, Program Managers, and the Program Director.
- Coordinate with TAF MERL, Communications, Finance, and Operations teams as required.
- Support internal reporting, planning, learning, and program monitoring processes.

#### External

- Coordinate with the PARTISIPASI MEL Hub regarding data collection, reporting, and learning activities.
- Support communication and coordination with implementing partners, consultants, universities, CSOs, media organizations, and government stakeholders.
- Participate in meetings, workshops, consultations, monitoring visits, and learning activities as required.

### **JOB FUNCTIONS**

#### Monitoring, evaluation, and learning

- Support implementation of monitoring, evaluation, and learning activities across TAF-managed PARTISIPASI activities.
- Assist in collecting, organizing, validating, and maintaining quantitative and qualitative program data.
- Support tracking of program indicators, outputs, outcomes, milestones, and targets.
- Maintain monitoring databases, reporting trackers, and program information systems.
- Support data quality assurance and verification processes.
- Assist in compiling and consolidating monitoring information from program activities and partners.
- Support preparation of monitoring dashboards, progress updates, and performance reports.
- Assist in documenting program achievements, lessons learned, success stories, and case studies.

#### Reporting and knowledge management

- Support preparation of internal reports, donor reports, presentations, and program updates.
- Assist in analyzing program data and identifying trends, achievements, challenges, and lessons learned.
- Support development of learning products, knowledge briefs, presentations, and communication materials.
- Maintain organized documentation and filing systems for monitoring and reporting purposes.
- Assist in managing program information and evidence to support adaptive management and decision-making.

#### Program support

- Support planning, implementation, and monitoring of program activities.
- Assist in organizing learning workshops, reflection sessions, meetings, and consultations.
- Participate in monitoring visits and stakeholder engagement activities.
- Support coordination with partners regarding monitoring and reporting requirements.
- Assist program teams in ensuring timely submission of reports and supporting documentation.

#### General

- Participate actively in team meetings, planning discussions, and program activities.
- Ensure compliance with TAF and donor policies, procedures, and safeguarding requirements.
- Support effective coordination, communication, and information sharing across program activities.
- Perform other relevant tasks as assigned.

## **REQUIREMENTS**

### *Education*

Bachelor's degree in monitoring and evaluation, public policy, development studies, statistics, social sciences, governance, economics, political science, international development, communication, or other related fields.

### *Experience*

- Prior experience through internships, research projects, volunteer work, consulting assignments, or professional employment related to monitoring and evaluation, research, data management, governance, democracy, public policy, civil society, or development programs will be an advantage.
- Experience supporting data collection, surveys, assessments, monitoring activities, or research projects is desirable.
- Familiarity with results frameworks, indicators, logical frameworks, and performance monitoring systems is an advantage.
- Experience preparing reports, presentations, analytical summaries, research outputs, or knowledge products is desirable.
- Experience working with civil society organizations, universities, government institutions, development partners, or donor-funded programs is an advantage.

### *Other*

- Excellent verbal and written communication skills in both English and Bahasa Indonesia.
- Strong analytical, organizational, and problem-solving skills.
- Strong attention to detail and ability to work accurately with quantitative and qualitative information.
- Demonstrated ability to learn quickly and work independently as well as collaboratively.
- Strong interpersonal and communication skills.
- Proficiency in Microsoft Office applications, particularly Excel, Word, and PowerPoint.
- Willingness to travel domestically when required.

## **WORK BASE**

- The position will be based in Jakarta.

## **HOW TO APPLY**

Applicants should submit their application and CV through the electronic form provided at [The Asia Foundation Recruitment Form - Assistant Program/MEL Officer - Partisipasi Program – Fill out form](#), at the latest by **June 17, 2026, at 5:00 PM Jakarta time**. Please ensure that all required fields are completed accurately.

**Important:** The Asia Foundation does not require any payment or request sensitive personal information during the recruitment process. Please ensure that the form you complete is accessed from a credible source, such as The Asia Foundation's official website or Devjobsindo.org. Beware of fraudulent job offers claiming to be from The Asia Foundation. If you encounter any issues or have questions, please contact us at [\*\*id.hr@asiafoundation.org\*\*](mailto:id.hr@asiafoundation.org).

THE ASIA FOUNDATION IS AN EQUAL OPPORTUNITY EMPLOYER. NO PHONE CALLS, PLEASE.

ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED FOR FURTHER ASSESSMENT.