



## The Asia Foundation

Improving Lives, Expanding Opportunities

### **POSITION INFORMATION**

<b>Position</b>	: <b>Grants and Administrative Officer of PARTISIPASI – Indonesia Democratic Participation Program</b>
<b>Unit Name</b>	: Democracy and Governance Unit
<b>Location</b>	: Jakarta
<b>Job Type</b>	: Full-time staff
<b>Closing Date</b>	: June 11, 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 and experiences from the Democratic Resilience Program (DemRes) and reflects Indonesia's own national development priorities to strengthen substantive democracy, public participation, and institutional resilience. PARTISIPASI works across several focus areas, including electoral integrity, parliamentary accountability, civic participation and education, independent and quality media, and countering mis/disinformation and anti-democratic narratives.

The program will operate nationally and in selected subnational locations, including Yogyakarta, Makassar, and Aceh, through collaboration with civil society organizations, media, universities, think tanks, electoral institutions, parliament, and other democratic stakeholders.

As part of Component 2 – Civil Society Partnership (CSP), The Asia Foundation (TAF) will serve as the Convenor of the PARTISIPASI program and will establish a collaborative partnership model involving Core Group Partners and Collaboration Partners. The approach is intended to strengthen coordination, collaboration, learning, and collective action among democratic actors in Indonesia while promoting locally led and adaptive approaches.

### **SUMMARY OF JOB RESPONSIBILITIES**

- Based in Jakarta, the Grant and Administrative Officer will support grant administration, reporting processes, and operational coordination under the PARTISIPASI program. The Officer will manage grant documentation, reporting processes, and administrative systems, ensuring accurate and timely tracking of agreements, deliverables, and compliance requirements.
- The role will also support logistics coordination, including organizing meetings, partner consultations, workshops, and planning processes, as well as maintaining documentation and communication records to ensure smooth and well-coordinated program operations.
- The Grant and Administrative Officer will work closely with the Grants Manager, Convenor Director, Program Partnership Officer, MEL Hub, and partner organizations to support effective grant administration, coordination, and operational systems across the Civil Society Partnership.

## **RELATIONSHIP**

### Internal

- Maintain regular coordination and communication with the PARTISIPASI Convenor team, including the Convenor Director, Grants Manager, Program Partnership Officer, and MEL Hub.
- Coordinate with TAF finance, operations, procurement, and administrative teams as required.
- Support internal coordination related to grants management, reporting, logistics, and program administration.
- Provide administrative and operational support to the Convenor team and CSP processes.

### External

- Maintain communication and coordination with Core Group and Collaboration Partners related to grants administration, documentation, reporting, and operational matters.
- Support communication with consultants, vendors, service providers, partners, and external stakeholders as required.
- Assist in organizing meetings, workshops, consultations, trainings, and other program events.
- Support coordination and logistical arrangements for national and subnational activities.

## **JOB FUNCTIONS**

### Grants Administration and Compliance

- Support administration of grants and agreements under the PARTISIPASI Civil Society Partnership.
- Maintain grant files, documentation systems, agreement trackers, reporting schedules, and compliance records.
- Monitor grant documentation and deliverables to ensure timely submission and compliance with program requirements.
- Assist in processing grant-related documentation, correspondence, and administrative requirements.
- Support tracking of partner reports, deliverables, and supporting documents.
- Assist the Grants Manager in maintaining accurate records related to grants, contracts, and partner agreements.
- Support compliance with TAF and donor policies, procedures, and grant management requirements.
- Assist in preparing grant administration summaries, documentation, and reporting inputs.

### Program Administration and Operations

- Support logistics coordination for meetings, workshops, consultations, travel, trainings, and program events.
- Assist in coordinating schedules, venues, participant communication, and logistical arrangements for program activities.
- Maintain administrative and operational documentation, including meeting records, attendance lists, correspondence, and filing systems.
- Support maintenance of communication and coordination records across the program.
- Assist in preparing administrative documents, letters, presentations, briefing notes, and operational materials.
- Support coordination between program teams, partners, consultants, and service providers.
- Assist in maintaining organized electronic and physical filing systems for program documentation.
- Support operational coordination for subnational activities and partner engagement where required.
- Maintain the consultant tracking system and the invoices.

### Reporting And Coordination Support

- Support compilation and organization of information and documentation for program reports and updates.

- Assist in maintaining tracking systems for activities, meetings, deliverables, and partner engagement.
- Support coordination and follow-up related to meetings, consultations, and planning processes.
- Assist in documenting lessons learned, coordination processes, and operational improvements.

#### General

- Participate actively in regular team meetings and coordination processes.
- Ensure compliance with TAF and donor operational, financial, and safeguarding requirements.
- Support smooth implementation of program coordination and administrative systems.
- Perform other relevant tasks as assigned.

## **REQUIREMENTS**

#### Education

- Bachelor's degree minimum in public administration, management, finance, development studies, governance, business administration, social sciences, or other related fields.

#### Experience

- Minimum of five years of professional experience in grants administration, program administration, operations, project coordination, or related areas.
- Demonstrated experience supporting donor-funded programs, preferably related to governance, civil society, development, or democracy programs.
- Experience managing administrative systems, grant documentation, reporting processes, and operational coordination.
- Familiarity with grant management processes, compliance requirements, and reporting systems.
- Experience supporting workshops, meetings, consultations, travel, and event logistics.
- Strong organizational and administrative management skills.
- Experience working with civil society organizations, development partners, or multi-stakeholder programs is desirable.
- Familiarity with DFAT or other international donor administrative and compliance requirements is an advantage.

#### Other

- Excellent verbal and written communication skills in both English and Bahasa Indonesia.
- Strong organizational, documentation, and coordination skills.
- Strong attention to detail and ability to manage multiple tasks and deadlines.
- Strong interpersonal skills and ability to work collaboratively across diverse teams and stakeholders.
- Ability to work independently and proactively in a dynamic working environment.
- Proficiency in standard office software, including spreadsheets, word processing, presentations, and virtual communication platforms.
- Willingness to travel domestically if 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 - Grants and Administrative Officer of PARTISIPASI – Fill out form](#), at the latest by June 11, 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.