



## The Asia Foundation

Improving Lives, Expanding Opportunities

### **POSITION INFORMATION**

<b>Position</b>	: <b>Program Partnership 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 9, 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 aligns with Indonesia's 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), PARTISIPASI will establish a collaborative partnership model involving a Convenor, Core Group Partners, and Collaboration Partners with TAF will serve as the Convenor. The approach is intended to strengthen coordination, collaboration, learning, and collective action among democratic actors in Indonesia while promoting locally led and adaptive approaches. 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 Program Partnership Officer will support the implementation and coordination of the Civil Society Partnership (CSP) under PARTISIPASI. The Officer will coordinate engagement with Core Group and Collaboration Partners, support joint planning and activity alignment, and facilitate communication and collaboration across partners at national and subnational levels.
- The role will support the Convenor Director in coordinating CSP processes, including preparation for Steering Committee meetings, partner consultations, and stakeholder engagement. The Officer will assist in tracking partner activities, maintaining communication flows, and ensuring alignment across workstreams to support overall program coherence.
- The Program Partnership Officer will work closely with the Convenor Director, Grants Manager, Grants and Administrative Officer, MEL Hub, and partner organizations to strengthen coordination, collaboration, and information sharing across the PARTISIPASI ecosystem.

## **RELATIONSHIP**

### Internal

- Maintain regular coordination and communication with the PARTISIPASI Convenor team, including the Convenor Director, Grants Manager, Grants and Administrative Officer, and MEL Hub.
- Coordinate and collaborate with other relevant TAF program teams and operational units.
- Support internal coordination and information sharing related to partner engagement, planning, and implementation.
- Provide support to the Convenor Director in coordination, stakeholder engagement, and program management processes.

### External

- Develop and maintain strong working relationships with Core Group and Collaboration Partners, including CSOs, universities, media organizations, think tanks, youth groups, disability organizations, and other democratic stakeholders.
- Support coordination and communication with relevant government institutions, development partners, and external stakeholders where relevant.
- Support facilitation of partner consultations, coordination meetings, workshops, and collaborative planning processes.
- Represent The Asia Foundation and PARTISIPASI in meetings, discussions, and public events as requested.

## **JOB FUNCTIONS**

### *Program Coordination and Partnership Management*

- Support coordination and communication across Core Group and Collaboration Partners to strengthen collaboration and alignment across program activities and workstreams.
- Assist the Convenor Director in organizing and facilitating CSP coordination processes, including Steering Committee meetings, partner consultations, reflection sessions, and planning workshops.
- Support joint planning and coordination among partners to ensure activities align with the PARTISIPASI strategy, annual workplans, and program objectives.
- Maintain regular communication with partners to track activities, identify emerging issues, and support adaptive coordination.
- Assist in maintaining partnership databases, communication records, meeting documentation, and coordination trackers.
- Support coordination of subnational engagement and communication with partners in targeted locations.
- Assist in preparing coordination notes, briefing materials, presentations, meeting summaries, and program updates.
- Support collaboration and information sharing between partners, the MEL Hub, and the Convenor team.
- Assist in identifying opportunities for collaboration, joint initiatives, and cross-learning among partners.

### *Program Development, Learning, and Reporting*

- Contribute to program planning, implementation, and coordination processes related to the Civil Society Partnership.

- Support documentation of program learning, good practices, partnership engagement, and collaborative initiatives.
- Assist in compiling program information and coordination inputs for reports, presentations, and donor updates.
- Support coordination of learning and reflection activities together with the MEL Hub and partners.
- Monitor developments related to democracy, civic participation, media, elections, governance, and civil society engagement in Indonesia.
- Support implementation of inclusive and locally led approaches across partnership processes and activities.

### General

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

## **REQUIREMENTS**

### Education

- Master's degree minimum in political science, governance, public policy, international development, communication, social sciences, law, or other related fields.

### Experience

- Minimum of five years of professional experience in democracy, governance, civil society strengthening, public policy, development programs, partnership coordination, or related areas.
- Demonstrated experience working with civil society organizations, networks, coalitions, media organizations, universities, or government stakeholders in Indonesia.
- Experience supporting multi-stakeholder coordination, partnership management, or collaborative programs.
- Strong understanding of Indonesia's democracy, governance, civic participation, and civil society landscape.
- Familiarity with issues related to electoral integrity, civic participation, media, countering disinformation, parliamentary accountability, or democratic resilience is highly desirable.
- Experience working with donor-funded programs and understanding donor compliance requirements is an advantage.
- Experience supporting coordination across national and subnational stakeholders is desirable.
- Demonstrated ability to facilitate communication and collaboration across diverse stakeholders.

### Other

- Excellent verbal and written communication skills in both English and Bahasa Indonesia.
- Strong coordination, organizational, and documentation skills.
- Strong interpersonal skills and ability to work collaboratively across diverse teams and stakeholders.
- Strong analytical and problem-solving skills.
- Ability to manage multiple tasks and deadlines in a dynamic working environment.
- Ability to work independently while maintaining strong teamwork and collaboration.
- Proficiency in standard office software, including word processing, spreadsheets, presentations, and virtual communication platforms.
- Willingness to travel domestically, including to subnational program locations.
- Indonesian nationality is a must.

## **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 - Program Partnership Officer - PARTISIPASI – Fill out form](#), at the latest by June 9, 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 COMMITTED TO CREATING A DIVERSE AND INCLUSIVE WORK ENVIRONMENT AND ENCOURAGES QUALIFIED CANDIDATES FROM ALL BACKGROUNDS, INCLUDING WOMEN, INDIGENOUS PEOPLES, AND MARGINALIZED COMMUNITIES, TO APPLY. IF YOU ARE PASSIONATE ABOUT ADVANCING ENVIRONMENTAL GOVERNANCE, CLIMATE ACTIONS, AND INCLUSIVE DEVELOPMENT AND MEET THE REQUIREMENTS OUTLINED ABOVE.

ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED FOR FURTHER ASSESSMENT.