



## The Asia Foundation

Improving Lives, Expanding Opportunities

### **POSITION INFORMATION**

<b>Position</b>	: <b>Program Assistant</b>
<b>Project Name</b>	: Let's Read and Regional Programs
<b>Location</b>	: Jakarta
<b>Job Type &amp; duration of Contract</b>	: Full-time staff, initial contract for a year with potential extension
<b>Closing Date</b>	: October 2, 2024

### **Roles and Responsibilities**

The Program Assistant will be based in the Jakarta office and will support the Deputy Country Representative on the Let's Read and Regional Programs in all logistical, administrative, and financial aspects of program activities. This support may include arranging the logistical and administrative aspects of training, workshops, meetings, and other activities.

### **Detailed tasks:**

- As the Deputy Country Representative asked, undertake the administrative and financial aspects of the Let's Read and Regional Program activities.
- Ensures activity funds are appropriately disbursed and expense reports are timely.
- Monitors grantees (if any) and subcontractors (if any) reporting process and follows up on delinquent reports.
- Prepare logistical arrangements for Let's Read & Regional Programs sponsored events, conferences, seminars, and trainings such as arranging online meetings, booking venues for offline activities, and coordinating with service providers.
- Make copies and/or duplicates of related material as requested; prepare and transmit facsimiles and scans, including filing related documents.
- Perform miscellaneous job-related duties as assigned.

### **Reporting**

The Program Assistant reports to the Deputy Country Representative.

### **Qualifications**

- Diploma degree, or equivalent, in secretary or accounting.
- At least 2 years of program administration position with an internationally focused nonprofit organization.
- Excellent verbal and written communication skills in Bahasa Indonesia & English.
- Excellent interpersonal skills and team player.
- Responsible and hard worker.
- Ability to understand and follow specific instructions and procedures.
- Dependability, enthusiasm, and a positive attitude.
- Self-starter who can work independently.
- Knowledge of accountancy and financial reporting.
- Strong attention to detail.

- Professional organizational abilities. +
- Computer proficient in word processing and spreadsheets, and power point presentations

### **HOW TO APPLY**

Applicants should submit their application to [id.hr@asiafoundation.org](mailto:id.hr@asiafoundation.org) by **October 2, 2024, at 05:00 PM Jakarta time**. Please write **“LR & RP Program Assistant – your name”** in the subject of the e-mail. The application should include (i) a cover letter and (ii) a CV or Statement of Qualifications, which summarizes the applicant's suitability for the position based on the above qualification criteria.

**ONLY SHORTLISTED CANDIDATE WILL BE CONTACTED**

**THE ASIA FOUNDATION IS AN EQUAL OPPORTUNITIES EMPLOYER. WOMEN AND MINORITIES ARE STRONGLY ENCOURAGED TO APPLY.**