The Asia Foundation

Improving Lives, Expanding Opportunities

POSITION INFORMATION

Position	:	**Program Assistant**
Unit Name	:	Environmental Governance Unit
Location	:	Jakarta
Job Type & duration of Contract	:	Full-time staff, initial contract for a year with potential extension
Closing Date	:	January 23, 2026

SUMMARY OF JOB RESPONSIBILITIES

The PA will work as part of the Environmental Governance Program team, which is responsible for program implementation and development, grant administration, contracts, and provision of technical assistance to partners. The PA will also support the program team in budgeting, monitoring, and evaluation, as well as preparing donor reports. This position will provide logistical, administrative, and financial support to the Program Director, Deputy Program Director, and Program Officers across all aspects of program activities and grants management.

RELATIONSHIP

Internal Relationship

- Regular coordination with all Environmental Governance Program team members and TAF's Jakarta staff
- Direct support to the Program Director, Deputy Program Director, Program Officers, consultants, and contractors (service providers).
- Coordination with other program units within the Foundation's offices in the US and Asia.

External Relationship

- Regular contact with local civil society organization (CSO) partners
- Assistance in developing and maintaining relationships with other local CSOs, international NGOs, and government agencies
- Support in maintaining relationships with existing donors and funding agencies.
- Participations in conferences and events on behalf of the Foundation, as assigned
- Assistance in maintaining good public relations for the program

JOB FUNCTIONS

- Assist Program Officers and directors in reviewing proposals and budgets submitted by partners and prospective partners.
- Assist Program Officers and Directors in drafting Letters of Agreement.
- Manage partner reporting process, including tracking deadlines and following up on overdue reports.
- Assists Program Officers and directors in monitoring and evaluating partner activities and program implementation.

- Maintain and organize grant-related documents, including developing and managing a filing system for the program.
- Conduct routine correspondence with partners regarding program activities, reports, proposals, and other program-related matters.
- Maintain records of all incoming proposals; send proposals under review letters; and remind Program Officers to follow up on proposals.
- Work closely with Program Officers and the Director to organize all logistical support and backstopping efforts necessary to ensure satisfactory completion of grantee activities and programs,
- Assist Program Officers in developing and maintaining contact with local, national, and international institutions, agencies, and other stakeholders.
- Organize conferences, meetings, training, and workshops, including coordination with local partners, venue preparation, participant travel arrangement, preparation of materials for discussion and distribution, and media coordination when required,
- Assist with program-related travel arrangements
- Prepare and process financial documents for any related program expenses,
- Maintain the calendar of program activities.
- Develop and maintain mailing lists for program-related correspondence.
- Monitor and compile relevant news media coverage related to program issues.
- Perform other duties as assigned by the Program Director

REQUIREMENTS

Experience

Minimum of three years of experience in a grant or program administration position with an internationally focused nonprofit organization.

Education

- Minimum of a bachelor's degree in social science, public policy, development studies, or other relevant areas.

Other

- Excellent verbal and written communication skills in both English and Bahasa Indonesia
- Computer proficient in word processing, spreadsheets, and database management
- Knowledge of international donor agency requirements and regulations
- Knowledge of the grantmaking process and procedures

CONTRACT TYPE

This is a full-time, fixed-term position, contingent upon satisfactory performance and the availability of funding.

DUTY STATION

The duty station for this position is Jakarta, Indonesia, with occasional domestic travel as required.

HOW TO APPLY

Applicants should submit their application and CV through the electronic form provided at **https://forms.office.com/r/K474QHL6sU** by January 23, 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**..

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.