



I. Post Information

Post Title: SPKM Internship
Supervisor: SPKM Director
Type of Assignment: Fixed term
Duration: Two (2) months
Base: Jakarta

II. Context

The Strategy, Policy, and Knowledge Management (SPKM) Directorate serves as the organization's hub for strategy, standardization, monitoring, evaluation, and learning, knowledge management, and guided change. Ensuring the standardization is accessible, understandable, and enables all employees and consultants, SPKM requires reliable administrative support.

The interns works closely with the Unit's Officer under the supervision of SPKM Director to translate KEMITRAAN SOPs from English to Bahasa and storage in the KEMITRAAN official shared folder.

III. Objective of the Internship

The internship aims to:

- Provide interns with practical experience in professional translation.
- Support the translation of organizational SOPs into Bahasa Indonesia
- Ensure clarity, accuracy, and consistency of translated materials
- Improve accessibility of internal guidelines for staff

IV. Scope of Works/ Key Responsibilities

The intern will be responsible for:

- Translating SOP documents from English into Bahasa Indonesia
- Ensuring translations maintain the original meaning, tone, and structure

- Standardizing terminology across different SOPs
- Coordinating with the Unit's Officer to clarify technical or contextual terms
- Supporting formatting and layout of translated documents (if needed)

V. Expected Deliverables

The intern is expected to deliver:

- Completed translated SOP documents
- Edited and proofread Bahasa Indonesia versions
- Final internship report summarizing work completed

VI. Duration

Start Date

1 June

End Date

31 July 2026

VII. Duty Station

Hybrid (2 days a week is expected to come to the office)

VIII. Required Qualification

- Final-year undergraduate student in Linguistics, Translation, Communication, or a related field
- Strong proficiency in both English and Bahasa Indonesia
- Excellent writing and editing skills
- Attention to detail and accuracy
- Familiarity with formal or technical writing is an advantage
- Ability to meet deadlines

IX. Benefit

- Allowance
- Certificate of Completion

X. Confidentiality

The intern must maintain strict confidentiality of all documents and organizational information accessed during the internship.

XI. Sign-off

Prepared by: _____ Date: _____

Reviewed by (Supervisor): _____ Date: _____

Approved by HR: _____ Date: _____