



Partnership for Governance Reform in Indonesia

I. Position Information

Job Title : Project Officer

Duration of Contract : 6 months with possible extension

Direct Supervisor : Program Manager – Democracy, Justice and Public Service

II. Project Context

KEMITRAAN (Partnership for Governance Reform) has been selected as a Core Group Partner (CGP) under the Indonesia Democratic Participation Program (Partisipasi), funded by Australia's Department of Foreign Affairs and Trade (DFAT). This strategic program is scheduled to run for four years, from July 2026 to May 2030. In its role as a CGP, KEMITRAAN will work closely with The Asia Foundation (TAF) as the convenor, while synergizing with key NGOs to strengthen the consolidation of the democratic movement in Indonesia.

Through the project titled "PARTISIPASI: Strengthening Civic Space and Citizen Engagement in Indonesia," KEMITRAAN adopts a blended model that integrates direct implementation with sub-granting mechanisms to local CSOs and community-based organizations. This approach aims to build a resilient, independent, and sustainable civil society ecosystem.

Specifically, KEMITRAAN focuses its interventions on the following strategic areas:

- ❑ Civic Participation & Civic Education: Expanding public space for citizens to actively engage in policy-making processes and public oversight, as well as increasing public awareness of political and civil rights through sustainable civic education.
- ❑ Countering Mis/Disinformation: Building public resilience through digital literacy, strengthening fact-checking mechanisms, and countering disinformation narratives that threaten democratic integrity and social stability.
- ❑ Coalition Building and Civic Protection: Fostering cross-sector collaboration and enhancing physical and digital security resilience for human rights defenders, activists, and journalists.
- ❑ GEDSI Mainstreaming: Integrating Gender Equality, Disability, and Social Inclusion (GEDSI) principles across the entire project lifecycle to ensure women, persons with disabilities, and marginalized groups have equal access and influence in decision-making.

Key Project Goals:

- ❑ A safer, more open civic space protected from intimidation and cyber-attacks.
- ❑ Increased meaningful participation of citizens, particularly vulnerable and marginalized groups, in policy formulation at local and national levels.
- ❑ A healthier and more resilient public information ecosystem to counter mis/disinformation.

- ❑ Inclusive, accountable, and evidence-based governance policies.

Project activities are geographically focused on strategic target regions, including Jakarta, Yogyakarta, Makassar, and Aceh.

To ensure efficient operational governance, financial transparency and accountability, effective sub-grant management, and seamless stakeholder coordination, KEMITRAAN is establishing a Project Management Unit (PMU). The PMU seeks highly dedicated professionals to fill key positions to drive the achievement of these program objectives.

Under the guidance and direct supervision of the Program Manager, the Project Officer is primarily responsible for supporting the Program Manager in managing the overall work plan. The Project Officer is also responsible for ensuring that team members are well-informed about project planning and implementation, including any potential changes in roles and implementation strategies. Additionally, working alongside the team, the Project Officer provides assistance and program supervision to local NGOs.

The Project Officer will be responsible for coordinating overall project planning, implementation, and progress monitoring, as well as facilitating the requirements necessary to secure project progress, synergizing activities among relevant staff and experts within the project, and coordinating and building relationships with key stakeholders, including relevant national and local governments in the target locations.

The Project Officer is responsible for the smooth execution and coordination of monitoring and evaluation activities to ensure specific, high-quality, and timely results, while strictly adhering to all necessary administrative and financial rules (both internal and donor-related) regarding project implementation.

The Project Officer (PO) is also responsible for the quality of project implementation, as well as leading and supervising project activities carried out and currently being implemented in their specifically assigned locations. Furthermore, the PO oversees the timely delivery of all required project outputs, as well as consolidating and analyzing monitoring and evaluation results, and leads the preparation of comprehensive narrative and programmatic progress reports (quarterly, annual, and donor-specific) to ensure accurate, high-quality, and timely submission.

III. Functions / Key Results Expected

Summary Key function and results expected:

Project Officer will serve as the primary driver, implementer, and coordinator of activities within the project team, with the following responsibilities:

A. Project Management and Implementation:

- ❑ Support the implementation of the overall project cycle in accordance with the logical framework (logframe), theory of change, and approved budget.
- ❑ Responsible for the preparation, implementation, and reporting of all project activities.
- ❑ Develop joint work plans and budgets with the project team.
- ❑ Ensure compliance with project documentation, donor guidelines, and KEMITRAAN

policies and procedures.

- ❑ Review approved project outputs and indicators to ensure that targets are appropriate and realistic.
- ❑ Facilitate and organize various training sessions, workshops, Focus Group Discussions (FGDs), and public consultations with partners, local communities, government entities, and other stakeholders.
- ❑ Ensure that Gender Equality, Disability, and Social Inclusion (GEDSI) principles are effectively integrated across all stages of project implementation.
- ❑ Facilitate and coordinate the mobilization of technical assistance and support for project staff and partner personnel.
- ❑ Support the identification and implementation of potential project innovations to expand project outreach or enhance KEMITRAAN's institutional added value.
- ❑ Report regularly to the Program Manager on project implementation progress.
- ❑ Assist the Program Manager with the day-to-day operational tasks of the project.

B. Monitoring, Evaluation, and Reporting:

- ❑ Collect regular field data and information to support the Monitoring, Evaluation, and Learning (MEL) system. For example, but not limited to synthesizing evidence, identifying emerging issues/lessons, and translating findings into management follow-up or adaptive action.
- ❑ Collaborate with the MEL Officer and coordinate with MEL specialist of KEMITRAAN to outline details and ensure that monitoring activities are conducted in accordance with the established framework.
- ❑ Prepare draft periodic progress reports (monthly, quarterly, and annual) detailing activity achievements, challenges, lessons learned, and recommendations for follow-up.
- ❑ Ensure proper documentation of field activities, including attendance sheets, activity photos/videos, event notes, and other supporting documentation.
- ❑ Identify potential operational risks in the field and formulate initial mitigation measures together with the project team.

C. Financial, Budgetary and Administrative Management:

- ❑ Comply with KEMITRAAN financial management procedures and expenditure monitoring systems.
- ❑ Assist in reviewing budget planning and monthly project expenditure reports to ensure technical accuracy and administrative compliance.
- ❑ Assist in monitoring monthly expenditures against the approved budget.
- ❑ Work closely with the project team to ensure all administrative, procurement, and financial tasks are completed accurately, transparently, and in a timely manner according to donor and KEMITRAAN procedures.
- ❑ Draft Terms of Reference (ToR) for activities, resource persons, facilitators, or local service providers.
- ❑ Ensure the responsible management and utilization of project assets in the field in compliance with KEMITRAAN asset management guidelines.

D. External Relations and Stakeholder Coordination:

- ❑ Establish and maintain proactive, positive, and professional working relationships with government authorities, relevant institutions/agencies, donor representatives, partner organizations, Civil Society Organizations (CSOs), and community groups.
- ❑ Represent the project in coordination meetings at both national and sub-national levels as assigned by the Program Manager.

- ❑ Support the implementation of communication activities and publication products carried out by the Communication Officer.
- ❑ Facilitate opportunities for counterpart staff and partner agencies to gain awareness and learn from the implementation of all project aspects.
- ❑ Develop, maintain, and strengthen relationships with other agencies and organizations working on similar issues and in the same geographical areas.
- ❑ Undertake all areas of responsibility in a professional manner that enhances the reputation of both the project and KEMITRAAN.

E. Compliance with Safeguards:

- ❑ Ensure that all activities comply with donor and KEMITRAAN safeguard policies.
- ❑ Implement and monitor the operationalization of the Grievance Redress Mechanism (GRM), including recording and reporting all grievances received and resolved.
- ❑ Ensure that the principles of Free, Prior, and Informed Consent (FPIC) are consistently applied in every interaction with local communities.

F. Others

- ❑ Contribute in program development, formulation of concept notes and proposals. For example, but not limited to leveraging implementation evidence and learnings to provide input for program adaptation and future KEMITRAAN development.
- ❑ Collaborate with other directorates and units within the organization to maximize expected outcomes and deliverables in executing key functions.

IV. Impact of Results

The key results of the assignment will give positive impacts for strategic programme implementation, including:

- ❑ Successful and more substantively accountable program implementation. For example, but not limited to implementation/workplan tracking, periodic progress reporting, monitoring and issue/risk tracking, lessons learned/recommendations, inputs to donor reporting and program development.
- ❑ Good communication and facilitation to key stakeholders that led to Kemitraan perceived as trusted working partner.
- ❑ Opportunities for developing and implementing longer term governance programmes under the cooperation between Kemitraan, related government institutions, and donors.

V. Competencies

Corporate Competencies

- ❑ Demonstrates integrity by modelling the KEMITRAAN values and ethical standards.
- ❑ Flexibility and ability to operate in different cultural settings and with a variety of stakeholders, culturally and gender sensitive.
- ❑ High level planning, organisational and time management skills, including flexibility, attention to detail and the ability to work under pressure to meet challenging deadlines.
- ❑ High level of computer literacy is essential (in particular word processing and presentation software).
- ❑ Analytical and problem-solving skills of high order, including the ability to formulate

recommendations and advice senior management on tackling difficult situations.

- ❑ Leadership qualities, including the ability to make sound judgement, meet challenges constructively and creatively.
- ❑ Excellent interpersonal skills, including ability to establish strong cooperative relationships with senior government officials and development partners.
- ❑ Ability to quickly adapt to change, and to remain calm under pressure.
- ❑ Fluency in written and spoken English.
- ❑ Participate effectively in team based, information-sharing environment, collaborating and cooperating with others.

People Skills

- ❑ Sets clear performance goals and standards; execute responsibilities accordingly.
- ❑ Capacity and ability to initiate (when required) and maintain relationship with necessary stakeholders at the national, local, and grass-root level.

Partnering & Networking:

- ❑ Seeks and applies knowledge, information, and best practices from within and outside KEMITRAAN.

Result Orientation

- ❑ Plan and produce quality result to meet established goals.

Innovation and judgement

- ❑ Conceptualizes and analyzes problems to identify key issues, underlying problems, and how they relate.
- ❑ Contributes creative, practical ideas and approaches to deal with challenging situations.
- ❑ Strives for quality client-centered services (internal/external).
- ❑ Devises new systems and processes, and modifies existing ones, to support innovative behaviors.

Communication

- ❑ Demonstrate effective written and oral communication skills both in Bahasa Indonesia and in English.
- ❑ Demonstrate good negotiation skills.

Job Knowledge & Expertise

- ❑ Thematic understanding of democracy/civic participation.
- ❑ Analytical skill (MEL literacy).
- ❑ Executes day-to-day tasks systematically & efficiently.
- ❑ Uses Information Technology effectively as a tool and resource (competence and experience in computerized systems, including MS Excel, and data warehouse/database maintenance).
- ❑ Is motivated & demonstrates a capacity to pursue personal development & learn.
- ❑ Strong interpersonal skills, attention to detail, discretion, and high integrity.
- ❑ Ability and willingness to work with people of different backgrounds and contribute constructively to a working environment based on mutual respect and trust.
- ❑ Ability to work independently as well as in a team under minimum supervision and tight deadlines.

VI. Recruitment Qualifications	
Education:	Minimum of Bachelor's degree (S1) with significant experience in a relevant field, such as political science, government/public governance, communication studies, public relations, media studies, law, public policy, sociology, social development, or other related educational area with good knowledge on democracy/ civic participation and social inclusion, gender equality, and disability.
Experience:	Minimum of 5 years of experience in project management, facilitation, and community development; minimum of 3 years of specialized experience working with civil society organizations and advocacy efforts; extensive knowledge and experience in democracy issues, civic participation, civic education, and countering mis/disinformation; a clear commitment to governance reform; and a wide network with multi-stakeholders. Experience working with international institutions is an asset.
Language Requirements:	Fluency in written and spoken English and Bahasa Indonesia.