



Partnership for Governance Reform in Indonesia (KEMITRAAN)

1. Post Information

Post Title: : Strategy, Policy & MEL (SP&MEL) Specialist
 Directorate : Strategy & Institutional Growth
 Supervisor : Senior Specialist/Lead – Strategy, Policy, Knowledge & MEL

II. Organizational Context

KEMITRAAN was established as a multi-donor trust fund under the umbrella of the United Nations Development Programme in 2003. In 2010, it evolved into a not-for-profit and independent Indonesian organization and assumed full fiduciary responsibility and accountability for its programs and institutional development. KEMITRAAN's mission is to foster transparent, accountable, and inclusive governance in Indonesia—governance that genuinely responds to the needs and aspirations of its people. To achieve this, the organization engages in capacity building, policy advocacy, and research, while implementing innovative programs and projects that drive systemic change.

Over the years, KEMITRAAN has cultivated a robust and diverse network of partners—spanning government institutions, civil society organizations (CSOs), international donors, and private sector actors. This dynamic collaboration allows KEMITRAAN to harness a wide range of resources and expertise, driving meaningful change and promoting sustainable development across Indonesia. As KEMITRAAN continues to expand its impact, it is requiring a Strategy, Policy & MEL (SPMEL) Specialist to support the Strategy & Institutional Growth (SIG) Directorate in ensuring the quality, timely, and consistent implementation of its functions.

The Strategy & Institutional Growth Directorate serves as KEMITRAAN's “institutional brain,” ensuring that programmatic and operational activities are strategically aligned, policy-driven, and results-oriented. By linking long-term goals with daily operations across programs, projects, advocacy, communications, partnerships, resource mobilization, and business development, the Directorate drives organizational strategy, cross-directorate learning, and change management. In particular, SIG Directorate plays a central role in advancing resource mobilization and partnership-building by coordinating across directorates, embedding coherence in funding proposals, and cultivating strategic collaborations that expand opportunities for institutional growth. Through knowledge-based and data-informed approaches, it fosters a culture of continuous improvement, enabling KEMITRAAN to evolve in line with its strategic direction while reinforcing its role in governance and development.

II. About the Role

Under the guidance and supervision of the Senior Specialist/Lead, the Strategy, Policy & MEL

(SP&MEL) Specialist provides support in ensuring operational compliance, accurate reporting, and smooth execution of plans across 4 critical functions, i.e. (i) Internal Strategy & Strategic Planning; (ii) Quality Standards, Compliance & Policy Frameworks; (iii) Monitoring, Evaluation, & Reporting; and (iv) Change Management, Modernization & Digitalization.; with substantive interconnecting and collaborative works with Knowledge Management Specialist, Partnership & Business Development Specialist, Multimedia Officer, and other relevant units/directorates.

The SP&MEL Specialist acts as the focal point to ensure that strategic plans, annual work plans, compliance frameworks, and monitoring & evaluation systems are implemented consistently and effectively.

III. Functions

1. Internal Strategy & Strategic Planning

- ❑ Assist the Senior Specialist in coordinating organizational strategic planning, annual planning, and budgeting processes across all directorates and units.
- ❑ Consolidate, review, and analyze annual workplans and budgets to assess alignment with organizational priorities, strategic objectives, and approved planning frameworks.
- ❑ Monitor progress against Strategic Plan targets, annual priorities, and institutional commitments, and identify implementation challenges, risks, and areas requiring management attention.
- ❑ Prepare strategic planning reports, progress updates, presentations, briefing notes, and analytical materials to support management decision-making and strategic review processes.
- ❑ Maintain planning tools, templates, tracking systems, planning calendars, and related documentation to support effective planning and performance management processes.
- ❑ Support the organization of planning consultations, workshops, and strategic review meetings with internal and external stakeholders.

2. Quality Standards, Compliance & Policy Frameworks

- ❑ Provide technical assistance in the development, review, updating, dissemination, and institutionalization of organizational policies, SOPs, standards, and technical guidelines.
- ❑ Coordinate consultations, technical reviews, stakeholder feedback processes, and document revision workflows during policy and SOP development or updating processes.
- ❑ Monitor implementation of organizational policies, procedures, quality standards, and safeguards requirements, and identify compliance gaps, implementation issues, or areas requiring corrective action.
- ❑ Maintain and regularly update the organization's centralized repository of policies, SOPs, templates, governance documents, and compliance-related resources, ensuring proper version control and accessibility.
- ❑ Support awareness-raising, orientation, and refresher initiatives to strengthen staff understanding and application of organizational policies, procedures, standards, and compliance requirements.
- ❑ Develop and maintain compliance monitoring tools, checklists, trackers, and assessment instruments to support compliance reviews and quality assurance processes.
- ❑ Coordinate, facilitate and support the organizational compliance assessments, audits, donor reviews, accreditation processes, and safeguards-related monitoring activities.
- ❑ Conduct monitoring organizational compliance with GEDSI, ESS, PSEAH, Child Protection, and other applicable safeguards frameworks and organizational commitments.

3. Monitoring, Evaluation, Reporting & Learning

- ❑ Collect, validate, consolidate, and analyze organizational performance data from programs, projects, and operational units to support performance monitoring and reporting.
- ❑ Maintain organizational KPI tracking systems, dashboards, databases, and reporting tools to support accurate and timely monitoring of organizational performance and results.
- ❑ Support the planning, coordination, and implementation of organizational evaluations, assessments, strategic reviews, and performance monitoring activities.
- ❑ Conduct project and field monitoring visits to verify reported results, assess implementation quality, identify operational challenges, and support data quality assurance processes.
- ❑ Prepare quarterly, annual, and ad hoc organizational performance reports, analytical briefs, presentations, and management updates.
- ❑ Analyze organizational performance trends and generate evidence-based findings and recommendations to support performance improvement and management decision-making.
- ❑ Maintain organizational performance records, datasets, and supporting documentation required for internal management, governance, donor, and external reporting purposes.
- ❑ Ensure lessons and findings generated through monitoring, evaluations, and assessments are properly documented and shared with relevant organizational learning and knowledge management processes.

4. Change Management, Modernization & Digitalization

- ❑ Assist the Senior Specialist in the planning, coordination, and implementation of organizational change, modernization, business process improvement, and digital transformation initiatives.
- ❑ Conduct assessments of existing systems, workflows, processes, and organizational practices to identify opportunities for improved efficiency, effectiveness, innovation, and service delivery.
- ❑ Assist the Senior Specialist in developing business requirements, process maps, implementation plans, user guidance, training materials, communication products, and other resources required for organizational change initiatives.
- ❑ Coordinate stakeholder engagement activities, staff consultations, communication efforts, and change adoption initiatives during transformation and modernization processes.
- ❑ Monitor implementation progress, user adoption, operational challenges, risks, and corrective actions associated with modernization and digitalization initiatives.
- ❑ Coordinate and facilitate the rollout, testing, refinement, and continuous improvement of digital tools, information systems, automation initiatives, and AI-enabled solutions.
- ❑ Maintain implementation trackers, project documentation, progress reports, and lessons learned related to organizational improvement initiatives.
- ❑ Provide recommendations to strengthen future change management, modernization, and digital transformation efforts.

5. Cross-Functional Support to Knowledge Management and Resource Mobilization

- ❑ Coordinate with the Knowledge Management Specialist to ensure organizational performance information, evaluation findings, lessons learned, and evidence generated through MER processes are properly documented and shared for organizational learning purposes.
- ❑ Contribute content, data, performance information, case examples, and organizational achievements for knowledge products, publications, learning events, and institutional communication materials.
- ❑ Support the preparation of concept notes, proposals, capability statements, and partnership documentation by providing relevant organizational, programmatic, operational, performance, and compliance information.
- ❑ Contribute organizational data, results, impact evidence, institutional profiles, and corporate

information required for donor engagement, proposal development, accreditation processes, and resource mobilization efforts.

- ❑ Collaborate with relevant units to ensure strategic, operational, and performance information used in external proposals and partnership opportunities is accurate, current, and aligned with organizational priorities.

IV. Expected Results

- ❑ **Strategic Planning & Alignment:** Strategic plans, annual workplans, and budgets are developed, aligned, and monitored to support the achievement of organizational priorities.
- ❑ **Quality & Compliance:** Organizational policies, SOPs, quality standards, and safeguards frameworks are maintained, implemented, and monitored to strengthen compliance and operational consistency..
- ❑ **Monitoring, Reporting, Evaluation & Learning:** Compilation of validated datasets, compilation of early warning alerts notes, draft quarterly MEL reports, and compilation of feedback records from staff/beneficiaries.
- ❑ **Change, Modernization & Digital Transformation:** Organizational improvement, modernization, and digital transformation initiatives are effectively coordinated, monitored, and supported to improve efficiency and effectiveness.
- ❑ **Organizational Learning & Resource Mobilization Support:** Validated project data and information, maintained and updated repository of processes & success stories, dissemination of updated SOPs/policies, and organizational level archives of lessons learned.

V. Expected Impacts

- ❑ **Strategic Alignment & Organizational Effectiveness:** Strategic plans, workplans, and budgets are aligned with organizational priorities, resulting in improved coordination, resource utilization, and accountability.
- ❑ **Quality, Compliance & Risk Management:** Organizational policies, SOPs, standards, and safeguards are consistently applied, improving quality, reducing compliance risks, and strengthening organizational governance.
- ❑ **Evidence-Based Decision-Making & Performance Improvement:** Reliable performance data, monitoring, evaluations, and reporting enable informed decision-making, organizational learning, and continuous improvement.
- ❑ **Organizational Agility & Digital Transformation:** Staff effectively adopt new systems, processes, and technologies, resulting in improved efficiency, innovation, and responsiveness to organizational needs.
- ❑ **Organizational Learning, Partnerships & Resource Mobilization:** Organizational knowledge, evidence, and lessons learned are leveraged to strengthen institutional learning, enhance organizational credibility, support partnership development, and improve resource mobilization opportunities.

VI. Competencies	
System thinking	Ability to align unit activities with organizational goals and maintain documentation for transparency and institutional memory.
Compliance & Quality Assurance	Knowledge of organizational policies, SOPs, and regulatory frameworks, with ability to embed standards, monitor adherence, and address non-compliance.
Monitoring, Evaluation & Reporting	Proficient in collecting, validating, and analyzing SPM indicators, preparing evidence-based reports and early warning notes, and capturing insights to inform organizational learning.
Change Management & Adaptability	Ability to facilitate staff training and applies problem-solving skills to troubleshoot issues and provide constructive feedback.
Knowledge Management & Learning	Ability to organize and maintain SOPs, reports, and lessons learned, document practices and success stories, and communicate updated policies effectively.
Interpersonal & Coordination Skills	Ability to liaise with HR and other units for staff induction and training, while fostering teamwork to ensure compliance and continuous improvement.

VII. Qualifications	
Education	University Degree in Management, Public Policy, Public Administration, Management, Business Administration, Social Sciences, Development Studies, Organizational Development, or a related field. or a related field. A master degree is an advantage,
Experience:	- 5-7 years of experience in strategic planning, monitoring, evaluation & learning, compliance, or organizational development. - Proven track record in implementing policies, SOPs, and standards within complex organizations. - Experience in data analysis, reporting, and knowledge management systems.
Technical Expertise	- Proficient in monitoring and evaluation frameworks with KPIs, skilled in documentation for transparency, and competent in digital tools for planning, reporting, and compliance.
Core Competence	- System and critical thinking to connect organizational processes and make evidence-based judgments. - Strong collaboration and liaison skills with managers, specialists, HR, and other units. - Effective communication for disseminating policies, guidelines, and success stories. - Problem-solving and adaptability to support modernization and change management initiatives.
Language Requirements	- Fluency in English and Bahasa Indonesia (verbal and writing)
Personal Attributes	- Attention to detail and high integrity in compliance monitoring. - Ability to foster teamwork and a culture of continuous improvement. - Commitment to organizational learning and service quality enhancement.

VII. Signatures- Job Description Certification		
Incumbent <i>(if applicable)</i>		
Name	Signature	Date
Program Director		
Name	Signature	Date
Executive Director		
Name	Signature	Date