

## **Job Title: Jr. Program Administration Officer**

Terms of Employment: Full time, 1 year contract, with a possibility of permanent posting

Work Location: Jakarta

Reporting to: Head of Finance and Program Administration Department

The **Junior Program Administration** officer will be supporting the administration of all SMERU's programs, including core funding projects, multi-year projects, and short term projects. Working under the directions of and reporting to the Head of Finance and Program Administration Department, the junior program administration officer will support and work together with the Program Administration Officer to ensure that SMERU's programs are operating efficiently and effectively.

### Tasks and responsibilities

1. Supporting the administration of all programs ranging from seeking ethical clearance and research permits in the national and regional level, arranging logistics necessary for field works and research dissemination events
2. Supporting proposal development, including preparing supporting documents to proposals for submission to funding donors, in collaboration with Program Administration Officer
3. Writing up minutes of program meetings and other relevant meetings
4. Supporting regular programs report writing required by the funding donor and the Institute, on a timely manner
5. Supporting the Institute secretary and communication team on the programs' outreach and promotional activities.
6. Carrying out any other tasks as directed by supervisors and Director.

### Qualifications

1. D3/S1 degree in management or other relevant disciplines, with a minimum two years of relevant work experiences, preferably in a research or nonprofit organization institutional setting;
2. Demonstrated understanding of the complexity of issues working with international donors and experts;
3. Demonstrated managerial skill in managing multiple programs, and familiarity with finance and accounting is preferable;
4. Fast learner and able to work independently or in a team with limited supervision;
5. Excellent communication, facilitation, interpersonal skills;
6. Fluency in verbal and written English;
7. Excellent word processing computer skills, including Microsoft Word, Excel, and PowerPoint, and familiarity with project management software is desirable.

The SMERU Research Institute applies equal opportunities in its recruitment process. We offer attractive remuneration and excellent working conditions.

Please send your application with a detailed resume, and the names and contact details of three people who will provide references.

**Applications close on 26 February 2021.**

Only short-listed candidates will be contacted. Outside the process outlined above, no communication by any means regarding this recruitment will be received.