

Terms of Reference

Program Assistant, Data Policy and Governance

The Program Assistant will provide administration, logistical, programmatic, and communication support to the Data Policy and Governance Program Unit at Tifa Foundation. The Program Unit manages both direct implementation and regranteeing projects. The position is a full-time position, with a fixed-term contract for one year, beginning in December 2023, with the possibility of an extension and promotion subject to satisfactory performance and observed competence.

Key accountability areas:

- Ensure the availability of supporting documents for program and project implementation.
- Ensure efficient and effective procurement processes and the delivery of procurement services to support program and project implementation.
- Ensure the availability of logistics to support program and project implementation.
- Ensure information for payment requests is available and accurate.
- Ensure payments made to service providers are timely.
- Ensure completeness of document inventory and activity archives.
- Ensure communication with consultants and partners can run smoothly.

Qualifications:

- A bachelor's degree preferably in management public administration, or other fields of social sciences
- Excellent written and oral communication skills in both Indonesian and English
- Strong administrative skills with track-record administering not-for-profit organization(s), international NGO(s), or grant-making institution(s) for at least 3 years
- Demonstrated experience working in collaboration with government, think tank organizations, or I/NGOs
- Ability to work under pressure, organize and prioritize workload, and meet multiple deadlines
- Ability to collaborate with others in a multicultural working environment with cross-program coordination
- Good computer skills with strong familiarity with Microsoft Office
- Fluent English and social media skills
- A good understanding of the regulatory landscape in Indonesia which shapes trends in data and digital governance is a plus.

To apply, please send your application letter and resume/CV detailing how your qualifications meet the abovementioned criteria with the subject line "**Application: PA DPG**" to recruitment@tifafoundation.id by **Sunday, 12 November 2023**.

Shortlisted candidates will be invited to a round of interviews with Tifa's team and a written test.