

Terms of Reference Project Assistant

The Project Assistant will provide administration, logistical, and communication support to "A Resilience and Safety Hub for Indonesia Civil Society Organization Phase II" Project implemented by the Tifa Foundation. This is a full-time position, with a fixed-term contract for one year, beginning in April 2024, 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 project implementation.
- Ensure required meeting materials are available
- Ensure efficient and effective procurement processes and the delivery of procurement services to support project implementation.
- Ensure the availability of logistics to support 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 other organizations and networks, as well as consultants can run smoothly.

Qualifications:

- A bachelor's degree preferably in social sciences with a good understanding of human rights issues in Indonesia.
- Excellent written and oral communication skills in both Indonesian and English
- Strong administrative skills with track-record administering not-for-profit organization(s), or grant-making institution(s) for at least 2 years
- Having experience working with multi-stakeholder NGOs is a plus
- 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-division coordination
- Good computer skills with strong familiarity with Microsoft Office
- Fluent English and social media skills
- Having a basic understanding of Human Rights Defender's security and protection

To apply, please send your application letter and resume/CV detailing how your qualifications meet the above-mentioned criteria with the subject line "**Application: PA ISRH**" to recruitment@tifafoundation.id by **Wednesday, 14 February 2024**.

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