Project Officer for Digital Democracy Initiative

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1. Job Information

Job title:	Project Officer for Digital Democracy Initiative (2 positions)
Contract type:	Full-time (12 months)
Team:	Data Policy and Governance (DPG)
Reports to:	Manager, Data Policy and Governance Program (PM-DPG)
Location:	Jakarta (1 position; working from Tifa's Jakarta office), Bangkok (1 position; working remotely)
Monthly remuneration:	USD1,000-1,500/month commensurate with the applicant's skills and experience (gross, including benefits, tax, and insurance)
Application deadline:	17 September 2025 (11.59 p.m. Jakarta time)
Start date:	10 November 2025 at the latest

2. Job Role

About Tifa Foundation

Tifa Foundation is an organization committed to fostering an open society where everyone has the freedom and equal opportunity to think, express, believe, and meaningfully participate in decision-making processes that affect their lives. Initially established as an intermediary grant-making organization, Tifa Foundation has transformed into an intermediary that also directly implements strategic initiatives in three key areas: human rights and democracy, natural resources governance, and data policy and governance. In undertaking this role, Tifa Foundation serves as a resource hub for civil society and a convenor for multistakeholder dialogues and collaboration.

About the Data Policy and Governance Program

The Data Policy and Governance (DPG) program plays a crucial role in advancing one of Tifa Foundation's goals: safeguarding citizens' rights in the governance of technology, data, and the digital civic space. To achieve this, the program implements three strategies: advocating for policies and regulations that govern the encouraging the availability of regulations that govern digital governance, digital civil space, and digital public services which promote human rights protection, advocating for the adoption of human rights principles in the business governance of digital platform companies, and strengthening the digital security support ecosystem for civil society groups.

About the Digital Democracy Initiative

The Digital Democracy Initiative (DDI) aims to help expand and protect inclusive democracy and civic space through improving the support infrastructure and ecosystem for pro-democratic local civil society and digital-driven civic action, strengthening the core and digital capacity of local civil society, and creating opportunities for local civil society groups to collectively test, learn, and share innovative ways to amplify and advocate for inclusive democractic spaces. The project focuses on supporting local civil society actors operating in restrictive contexts in Global South countries.

Tifa Foundation is the regional partner to implement the DDI project in the East and Southeast Asia region over the next 12 months. The project will test and implement a range of support mechanisms for civil society, including sub-grants, learning resources and opportunities, and technical accompaniment to build core organisational capacities and digital skills related to action on civic space and advancing inclusive democratic spaces offline and online.

About the Project Officer for DDI

The Project Officers for Digital Democracy Initiative (PO-DDI) play a key role in implementing activities under the DDI project. Under the supervision of the Project Manager for Data Policy and Governance (PM-DPG), they will be responsible for managing the entire project management cycle, from overseeing subgrants, capacity-building activities, accompaniments, and advocacy, to stakeholder engagement and donor reporting, ensuring timely, inclusive, and impactful delivery aligned with the regional vision of the project. PO-DDI will be supported by the Program Assistant for Data Policy and Governance (PA-DPG) for project administration; by the Monitoring, Evaluation, and Learning team for project MEL process; by the Grants team for the subgrants management; by the Finance team for project finance processes; and by other internal support teams at Tifa Foundation.

3. Areas of Responsibility

Areas of Responsibility	Key Activities
Project Management	- Develop strategies to implement project activities to achieve the project's target outputs according to the project's timeline and budget. - Lead the implementation of the financial and non-financial support mechanisms of the project in alignment with work plans. - Coordinate regularly with project partners and provide strategic input to support project implementation. - Identify project-level risks and develop and implement mitigation strategies. - Coordinate research and dialogues on digital democracy challenges, ensuring inclusivity and relevance to local contexts. - Organize and oversee in-person and virtual events, including workshops, training sessions, and stakeholder consultations. - Manage contracts and procurement of necessary supporting resources. - Consolidate lessons learned, conduct evaluations, and prepare final reports for Tifa Foundation and donors.

Subgrants Management	- Oversee the end-to-end grants process for civil society organizations (CSOs) under the Re-D Fund mechanism, including:
	  1. Call for proposals, application review, and due diligence.
	  2. Disbursement of funds in compliance with financial guidelines.
	  3. Monitoring partner's progress, financial reporting, and impact assessment.
	- Provide technical assistance and mentorship to partners to ensure effective fund utilization and project implementation.
	- Ensure the allocation of subgrants to primary target groups.
	- Provide technical assistance and mentorship to partners to ensure effective fund utilization and project implementation.

Monitoring, Evaluation & Reporting	- Provide timely and accurate progress reports, activity updates, and documentation compliant with M&E requirements. - Oversee the collection and analysis of data to measure the impact of project activities, ensuring alignment with regional and global objectives. - Contribute to the development of learning reports, case studies, and best practices that highlight regional experiences and outcomes.

Stakeholder Engagement	- Establish and maintain partnerships with key stakeholders, including CSOs, government entities, digital rights organizations, and civic tech innovators, according to their capacities, focus areas, and expectations to be involved in the DDI project. - Facilitate stakeholders' consultations to ensure diverse and marginalized voices are included. - Participate in regional peer-learning networks and cross-border collaborations to share insights and best practices
Advocacy & Campaigns	- Assist in the rollout of advocacy campaigns focused on civic space protection and digital democracy. - Mobilize diverse groups to actively participate in project activities. - Document and disseminate lessons learned, case narratives, and campaign outcomes to inform future initiatives.

4. Qualifications

Indicator	Description
Education	Bachelor's degree in a relevant field or equivalent professional experience
Essential Experience, Knowledge, and Skills	- Minimum of five years of professional experience in non-governmental organizations (at the local, national, regional, or international level) or other institutions in fields at the intersection of civic freedoms, democratic governance, and digital technology. - Experience in managing projects/programs, particularly those that involve several implementation partners - Demonstrated expertise in multistakeholder dialogue design, facilitation, and participatory methodologies - Strong understanding of global civil society infrastructure needs and funding landscapes, the democracy landscape in the East and Southeast Asia region, and digital democracy issues, including civic technology, digital inclusion, digital rights, digital governance, and digital security - Ability to analyze complex information and translate it into actionable strategies - Ability to facilitate and manage collaborative activities with strong project management skills - Excellent facilitation, communication, and reporting abilities - Proficiency in English and at least one of the local languages in the region - Ability to work effectively in a multicultural environment with strong cross-program and cross-division coordination - Strong intrinsic motivation, openness to feedback, and demonstrated commitment - Willingness to travel for work outside the office base
Desirable Experience, Knowledge, and Skills	- Established and active connections with local and regional CSOs engaged across diverse digital democracy issues, particularly those belonging to traditionally excluded or marginalised communities - Knowledge and experience in movement-building and/or facilitating transformative dialogue processes that drive social change - Strong network and collaborative relationships with donor organizations and institutions that fund and support digital democracy initiatives

5. Recruitment Processes

To apply, please submit your CV or resume, a list of contact references (who will only be contacted at the last stage of the recruitment process), and a one-page cover letter that clearly outlines your motivation for applying and details how your skills, experience, and qualifications align with the requirements of the position. Send all documents in the format **PO-DDI – [Your Name]** to **recruitment@tifafoundation.id** no later than **17 September 2025, 11.59 p.m. (Jakarta time)**. Only shortlisted candidates will be contacted for the next stage. Selected candidates will be invited to an interview with Tifa Foundation's team and a written test in English.