

Terms of Reference - Recruitment

Project Finance Officer for Digital Democracy Initiative

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Jakarta, September 2025

1. Job Information

Job title:	Project Finance Officer for Digital Democracy Initiative (2 positions)
Contract type:	Full-time (12 months)
Team:	Finance; Data Policy and Governance (DPG)
Reports to:	Finance Manager
Location:	Jakarta (1 position; working from Tifa's Jakarta office), Bangkok (1 position; home-based, 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:	25 September 2025 (11.59 p.m. Jakarta time)
Start date:	17 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

Under the auspices of the DPG program, 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 democratic 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 Finance Officer for DDI

The Project Finance Officers for Digital Democracy Initiative (PFO-DDI) play a key role in organizing, controlling, and reporting on all financial and procurement transactions of the project. They ensure accurate tracking of expenditures, compliance with donor regulations, and timely submission of financial reports. Their work supports the overall financial integrity and transparency of the project, contributing to effective resource management and accountability. Additionally, they coordinate closely with project teams and partners to maintain up-to-date financial documentation and provide necessary financial guidance. They will assist the DDI Program Team, Grants Team, and Monitoring, Evaluation, and Learning (MEL) Team in carrying out the DDI project according to the project's budget, timeline, and reporting requirements.

3. Areas of Responsibility

Areas of Responsibility	Key Activities
Project Finance Management and Reporting	<ul style="list-style-type: none"> Assist in project financial planning (forecasting and cash flow projection), including monitoring project budget utilization Review contracts, monitor contractual compliance and progress, all in accordance with Tifa's and donors' policies and procedures Review supporting documents (validate) to ensure accuracy and compliance with Tifa's and donors' policies and procedures, and compliance with project budget lines Ensure all payments for project activities are processed promptly in accordance with Tifa's policies & procedures and in compliance with Tifa's and donors' rules and regulations Prepare monthly project financial report, including assisting the Finance Manager in monthly tax compliance Assist the Finance Manager in audit preparation, including responding to audit queries and preparing financial audit documentation and reports
Project Finance Control	<ul style="list-style-type: none"> Ensure that the project's financial control functions properly and accurately by making sure that financial reports, including cash management, fund disbursement, ledgers, and financial information and records of projects with multiple donors, are completed on time and accurately Ensure that project fund expenditures do not exceed the allocated budget and comply with donor regulations
Procurement	<ul style="list-style-type: none"> Assist in procurement activities (review of requests, maintain documentation, and evaluation of vendors) of the organization for the project Ensure full compliance of procurement activities with Tifa's and donors' rules, policies, and procedures
Subgrants Management	<ul style="list-style-type: none"> Assist subgrants management (in checking the budget proposal and the financial report) Assist the Grants Officer in providing feedback and capacity-building support to subgrant partners on financial reporting

4. Qualifications

Indicator	Description
Education	Bachelor's degree in Accounting, Financial Management, Business, or Economics
Essential Experience, Knowledge, and Skills	<ul style="list-style-type: none">- A minimum of five years of professional experience in Accounting, Auditing, or Financial Management in non-governmental organizations (at the local, national, regional, or international level), accounting firms, or other institutions- Experience in managing the financial aspects of projects/programs, particularly those that involve several implementation partners with complex donor requirements- Strong knowledge of generally accepted accounting practices, financial reporting standards, financial management processes, and procedures- Knowledge in Microsoft applications, including Excel, Word, PowerPoint & Outlook (or similar software)- 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	<ul style="list-style-type: none">- Proficiency in English- Strong analytical skills with the ability to set priorities, complete work with minimal supervision, and meet deadlines- Familiarity with the European Union's (EU) awards management policies and procedures

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 **PFO-DDI – [Your Name]** to **recruitment@tifafoundation.id** no later than **25 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.

6. Other information

There is no relocation budget prepared for these roles. Applicants are expected to arrange and cover their own travel and related relocation expenses.