# TIFA

## Program Assistant for Data Policy and Governance

Tifa Foundation
Jakarta, October 2025

## 1. Job Information

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| Job Title: | Program Assistant for Data Policy and Governance (PADPG) |
| Contract Type: | One-year full-time contract (renewable based on performance and availability of funding) |
| Unit: | Data Policy and Governance (DPG) |
| Reports to: | Program Officer for Data Policy and Governance (PO-DPG) |
| Direct reports: | None |
| Location: | Jakarta |

## 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 resource; and data policy and governance. In undertaking this role, Tifa Foundation strives to serve as a hub—connecting civil society organizations, policymakers, and the public—to exchange resources and drive more impactful change.

### About Data Policy and Governance

Data Policy and Governance (DPG) unit 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, DPG engages in advocacy efforts on the development of regulations and policies while strengthening the capacity and commitment of state institutions so that the governance of the digital civic space, digital public services, and social media company practices respects human rights standards. DPG also strives to create a safe and secure digital civic space by developing a digital security assistance ecosystem designed to provide more holistic and sustainable protection for politically vulnerable groups.

### About Program Assistant

Program Assistant will primarily support the administrative and logistical needs of the DPG unit. This role is responsible for ensuring the smooth running of day-to-day program activities—including managing schedules; organizing meetings and workshops logistical needs; handling travel arrangements; maintaining documentation and assist with basic programmatic tasks. The position requires excellent organizational skills, attention to detail, and the ability to manage multiple tasks in a timely and efficient manner. This role offers a unique opportunity to contribute to meaningful initiatives by ensuring the backbone of program operations runs seamlessly. By providing reliable administrative support, the Program Assistant will play a pivotal part in enabling the DPG unit to achieve its mission.

## 3. Areas of Responsibility

| Areas of Responsibility | Key Activities |
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| Administrative and Logistic Support (50 percent) | - Ensure the availability of logistics to support program and project implementation.<br>- Handle travel arrangements, accommodations, and logistics for staff and partners as needed.<br>- Manage schedules, calendars, and appointments for the DPG Unit.<br>- Draft, format, and circulate communication materials, including letters and meeting notes.<br>- Maintain organized filing systems including records of correspondence, agreements, and relevant program files (both digital and physical) for easy retrieval of program documents. |
| Financial and Procurement Support (50 percent) | - Support basic financial processes such as preparing payment request, expense reports, processing reimbursements, etc.<br>- Assist in procurement processes, including collecting quotations, drafting purchase orders, drafting contracts, tracking vendor payment, and ensuring tax deductions.<br>- Ensure compliance with organizational administrative and procurement policies. |

## 4. Qualifications

| Indicator | Description |
|---|---|
| Education | Bachelor's degree in a relevant field or equivalent professional experience |
| Essential Experience, Knowledge, and Skills | - Minimum of two years of professional experience in a non-governmental organization (at the local, national, regional, or international level) or other relevant institutions<br>- Experience in managing administrative, logistic, documentation, and corresponedence for project implementation<br>- Strong organizational and time management skills with attention to detail.<br>- Proficiency in Microsoft Office (Word, Excel, PowerPoint) and familiarity with digital collaboration tools.<br>- Ability to draft clear documentation, meeting notes, and correspondence.<br>- Oral and written communication skills in both Indonesian and English.<br>- Ability to work effectively in a multicultural environment with strong cross-program and cross-division coordination.<br>- Strong intrinsic motivation, openness to feedback, and demonstrated commitment.<br>- Willingness to travel for work outside office base. |
| Desirable Experience, Knowledge, and Skills | - Degree in management public administration, or other fields of social sciences<br>- Familiarity with the evolving landscape and emerging trends in regulatory frameworks and practices related to the governance of technology, data, and the digital civic space in Indonesia and beyond. |

## 5. Recruitment Processes

To apply, please submit your CV/resume and a cover letter explaining your motivation and suitability for this position. Send all documents in the format **PADPG – Your Name** to **recruitment@tifafoundation.id** no later than **12 October 2025; 23:59 (Jakarta local time/GMT+7)**. Only shortlisted candidates will be contacted for the next stage. Selected candidates will be invited to an interview with Tifa Foundation's team and will be required to complete a written test in both Bahasa Indonesia and English.