

Terms of Reference - Recruitment

Grants Assistant for Digital Democracy Initiative

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Jakarta, October 2025

1. Job Information

Job title:	Grants Assistant for Digital Democracy Initiative (1 position)
Contract type:	Full-time (12 months)
Team:	Grants; Data Policy and Governance (DPG)
Reports to:	Grants Officer
Location:	Jakarta (working from Tifa's Jakarta office)
Monthly remuneration:	USD-1,150/month commensurate with the applicant's skills and experience (gross, including benefits, tax, and insurance)
Application deadline:	09 December 2025 (11.59 p.m. Jakarta time)
Start date:	05 January 2026

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 organizational capacities and digital skills related to action on civic space and advancing inclusive democratic spaces offline and online.

About the Grants Assistant for DDI

The Grants Assistant for Digital Democracy Initiative (GA-DDI) project plays a crucial supporting role in the effective management of grants throughout their lifecycle. This includes assisting in key stages throughout the grants management and reporting process. The Grants Assistant also acts as a communication link by liaising with partner organizations, providing updates and responding to inquiries, and coordinating meetings related to the grant process. They will assist the DDI Program Team, Finance Team, and Monitoring, Evaluation, and Learning (MEL) Team in carrying out the DDI project according to the project's budget, timeline, and reporting requirements. Overall, the Grants Assistant contributes to the smooth administration and accountability of grant-funded activities.

3. Areas of Responsibility

Areas of Responsibility	Key Activities
Grants Management Support	<ul style="list-style-type: none"> Assist in the stages of grant management (open call, due diligence, reviewing proposed budget, contract drafting, grant disbursement, and partner reporting) Maintain accurate and up-to-date records of grant applications and partner information
Financial and Administrative Support	<ul style="list-style-type: none"> Assist in the administration of document storage related to grant fund contracts with partners Assist in processing grant disbursements and documentation for compliance
Communication and Coordination	<ul style="list-style-type: none"> Liaise with applicants, grantees, and partners to provide updates and respond to inquiries Coordinate meetings and communications related to grant processes
Reporting and Documentation	<ul style="list-style-type: none"> Compile data and prepare reports on grant progress and outcomes 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
Essential Experience, Knowledge, and Skills	<ul style="list-style-type: none"> A minimum of two 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 Comprehensive understanding of grant management processes, including proposal development, budgeting, disbursement, reporting, and compliance with donor requirements Strong knowledge of generally accepted accounting practices, financial reporting standards, financial management processes, and procedures Experience in providing capacity-building support to subgrant partners on financial reporting

	<ul style="list-style-type: none"> - 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 - Willingness to travel for work outside the office base - Proficiency in English
Desirable Experience, Knowledge, and Skills	<ul style="list-style-type: none"> - Experience in managing the financial aspects of projects/programs, particularly those that involve several implementation partners with complex donor requirements - 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 - Strong intrinsic motivation, openness to feedback, and demonstrated commitment

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 **GA-DDI – [Your Name]** to **recruitment@tifafoundation.id** no later than **09 December 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 required to take 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.