

Konservasi Indonesia is a national foundation established to support sustainable development in the country. We are the main partner of Conservation International in Indonesia. For more information, please visit: www.konservasi-id.org

We envision a healthy and prosperous Indonesia where biodiversity is valued and preserved. With offices and project sites across Indonesia, we promote a sustainable landscape-seascape approach and establish partnerships with multiple stakeholders across sectors and jurisdictions to deliver lasting impacts for people and nature in Indonesia.

As we are constantly expanding, we are currently hiring to fill the following position for our office in **Jakarta**:

Grant & Contract Officer

(Code: GC-O)

KI is seeking a qualified individual for Grant & Contract Officer based in Jakarta. This position plays a key role in supporting the effective and compliant management of grants and contracts under the TFCCA Program. This position ensures the smooth execution of the full grant lifecycle, from proposal intake and agreement preparation to fund disbursement, monitoring, and closeout. The Officer will coordinate with internal teams, grantees, and external stakeholders.

KEY RESPONSIBILITIES

Grant Administration & Coordination

- Facilitate the grantee selection process, including receiving, recording, and filing proposals, and maintaining a comprehensive proposal database.
- Coordinate with the MEL Manager to review budget proposals and logical frameworks.
- Draft acceptance/rejection letters based on Oversight Committee (OC) decisions.
- Follow up on OC decisions regarding grantee budget proposals and ensure timely implementation.
- Support the MEL team in conducting due diligence assessments of potential grantees.
- Prepare grant agreements and supporting documentation for execution.
- Facilitate the grant agreement signing process between KI and grantees.
- Ensure all grant agreements are signed and that disbursement documentation is complete and accurate.

Grantee Support & Monitoring

- Provide capacity building and technical assistance to grantees on financial reporting and grant fund management, in coordination with regional facilitators.
- Monitor grantee implementation, including tracking financial report submissions and reviewing financial accountability reports.
- Communicate financial review results to grantees and ensure timely follow-up.
- Coordinate with regional facilitators on monitoring, evaluation, learning, and reporting activities, including field visits as needed.
- Support audits conducted by KI and external auditors.

Grants & Contracts Compliance

- Ensure full compliance with donor and KI policies and procedures throughout the grant lifecycle.
- Maintain accurate and up-to-date documentation in Business World (BW) and Conservation Grants (CG) systems.
- Review legal and budgetary aspects of selected proposals to ensure alignment with approved donor budgets and timelines.
- Create BW records, including VMF/Contract IDs, and upload all required documentation for review and approval.
- Draft and finalize grant/contract agreements upon approval from GCU and GCO.

Financial Coordination & Reporting

- Maintain a pipeline matrix of grant disbursements, payment forecasts, and payment statuses; report monthly to the Finance & Reporting Coordinator.
- Send reminders to grantees/consultants regarding report submission deadlines.
- Review submitted financial reports and upload them, along with invoices, into BW.
- Provide monthly disbursement forecasts to the Finance & Reporting Coordinator to ensure adequate fund availability.
- Request disbursements from Finance once all reporting and documentation requirements are met.
- Prepare closeout letters for completed grants/contracts and upload signed documents into CG and BW.

QUALIFICATIONS

Required (*critical to successful job performance. Applicants not meeting required skills may not be hired*)

- Bachelor's degree in finance / accounting, Public Administration, Development Studies, or a related field
- Five years of experience in a similar role related grant and contact.
- Effective in verbal and written communication, multi-tasking, organizational and prioritization.
- Demonstrate detail focus, an ability to follow procedures, meet deadlines, work independently and cooperatively with team members are required.
- Fluency in English (written) and Bahasa Indonesia (verbal and written).
- Computer skills with strong familiarity of word processing, spreadsheets, and database software are mandatory.
- Proven team player.

ADDITIONAL QUALIFICATIONS

- Experience with Non-Government Organization (NGO)
- Prior USAID experience will be an added value.
- Good interpersonal and teamwork skills.

WORKING CONDITIONS

- Typical office environment.
- No travel expected.

Please send your current resume and cover letter (no more than 4 pages) to:
indonesia.hrd@konservasi-id.org

Please fill the "subject" column of the e-mail with this format:
< GC-O > - < your name >

Closing date for the application is **July 30, 2025**
(Only short-listed candidates will be notified).