

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 **Medan**:

Administration Coordinator

(Code: ADM-C)

The Administration Coordinator supports daily administrative and operational activities at the Eco-region level, including coordinating procurement, travel, events, asset management, and office operations. The role ensures the office runs smoothly, resources are used effectively, and administrative support is provided to enable successful program implementation.

The position works closely with the Eco-region Director and/or Program Manager on operational matters such as work planning, charging plans, and organizing meetings or workshops, and coordinates with the Procurement Coordinator on procurement activities. The Administration Coordinator acts as the eco-region representative of the Administration Unit, ensuring all operational activities & administrative documentation comply with KI guidelines and procedures.

KEY RESPONSIBILITIES

Administrative & Office Operations

- Ensure smooth and efficient day-to-day office operations across the eco-region by providing comprehensive administrative support to programs and staff.
- Maintain a professional, safe, and comfortable office environment, including office layout, cleanliness, and adequate facilities to support staff productivity.

Procurement & Coordination

- Coordinate and support eco-region procurement activities in compliance with KI policies, working closely with the Procurement Coordinator at the national office (Jakarta).
- Monitor procurement processes to ensure timely delivery and proper documentation.

Travel & Logistics Management

- Manage and coordinate staff travel arrangements in line with KI travel policies, including processing Travel Authorization (TA) forms, hotel bookings, and land transportation (including vehicle rental when required).
- Ensure travel documentation and arrangements meet KI operational standards.

Asset, Inventory & Vehicle Management

- Maintain accurate office inventory and asset records for all eco-region offices, including registering new assets, disposing of damaged or unused assets, and updating the Asset Master file in Business World.
- Conduct physical asset verification at least twice per year.
- Ensure all project and office vehicles are properly maintained, including vehicle logs and regular servicing.

Event & Meeting Support

- Provide operational and logistical support for eco-region meetings, events, and workshops, ensuring processes comply with KI regulations and procedures.
- Assist the Program Manager and/or Eco-region Director in organizing program activities and events.

Operational Support to Program Management

- Work closely with the Eco-region Director and/or Program Manager on operational aspects of project management, including participation in work planning reviews and charging plan discussions.



- Ensure regular coordination and effective communication with team members to support program implementation.

Supervision & Resource Utilization

- Supervise ancillary staff across eco-region offices (including security, office assistants, and drivers/divers), ensuring performance aligns with operational needs.
- Ensure optimal utilization of KI resources in support of program objectives.

Other Duties

- Perform additional tasks as assigned by the supervisor to support operational effectiveness and program implementation.

QUALIFICATIONS

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

- Bachelor's degree in Administration, Management, Business, or a related field.
- At least 3 years of experience in administration, office operations, or operational support, preferably in NGOs, projects, or field based programs.
- Experience coordinating procurement processes, travel arrangements, events/meetings, and asset or inventory management.
- Good understanding of administrative procedures, operational guidelines, and compliance requirements.
- Effective in verbal and written communication, multi-tasking, organizational and prioritization.
- Computer skills with strong familiarity of word processing, spreadsheet, database and ability to communicate electronically.
- Able to work independently and collaboratively in a busy, field-oriented environment and display "problem solving" attitude.
- Good verbal and written communication skills in English.
- Able to supervise administrative or support staff and manage day-to-day office activities.

ADDITIONAL QUALIFICATIONS

- Preferable working experience with INGO and USAID project.
- Solution oriented and possess conflict resolution skills
- Experience in working with web-based systems including Business World program

WORKING CONDITIONS

- Work is performed in a typical office environment which requires field trip to KI's sites and other location if needed.
- Flexibility to work outside normal work hours to meet deadlines as needed.

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:

< ADM-C > - < your name >

Closing date for the application is **Feb 11, 2026**

(Only short-listed candidates will be notified).