



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](http://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**:

### **TFCCA Program Administration** **(Code: TFCCA-PA)**

The Tropical Forest and Coral Reef Conservation Act (TFCCA), also known as a debt-for-nature swap, is a financial mechanism that redirects a portion of Indonesia's debt repayment toward coral reef conservation through a reef-positive finance approach. Konservasi Indonesia (KI) has been selected as the grant administrator, which will be responsible in designing the grant mechanism. KI is currently seeking a qualified and motivated individual to join the team as TFCCA Program Administration, based in Jakarta.

The program administration provides general administrative and secretarial support to the TFCCA Program Director to help implement program deliverables including maintaining filing systems and preparing expense reports. Provide logistical support for program events including seminars, conferences and assist with event communications, travel logistics, vendor oversight, etc. Organize conference calls and program/team meetings; manage agendas, logistics, minutes, and reporting. Duties include managing TFCCA Program Director's calendar, travel, and meeting schedules; preparing routine and high-level correspondence; preparing routine presentations and related meeting materials and making travel arrangements. Assist in drafting routine communications and handling everyday program paperwork/documents. Assist with program monitoring, compiling data, and drafting non-technical status reports. Manage program documents/agreements and maintain files and tracking systems. This position will also provide operational support for TFCCA Program Director on HR, Finance, and IT-related tasks.

#### **KEY RESPONSIBILITIES**

- Assist the TFCCA Program Director on all administrative matters.
- Prepare the TFCCA Program Director travel reimbursements, and other related financial transactions.
- Manage the TFCCA Program Director's schedule and travel calendar.
- Coordinate activities with internal and external partners as appropriate, including with the TFCCA OC/AC members, grantees, consultants and contractors.
- Manage TFCCA OC/AC meetings, including meeting materials, write minutes of meeting and secure approval of minutes of meetings.
- Assist in securing TFCCA OC approvals related to TFCCA program and budget
- Act as a liaison with other departments and others within and outside of KI.
- Review documents, data, memos, presentations, and other communications material.
- Develop administrative filing system and maintain administrative files.
- Provide additional administrative or operational support as directed.

#### **QUALIFICATIONS**

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

- Bachelor's degree or up to four years of college-level work.
- 2-6 years of related work experience in project support, preferably in the conservation, NGO, or advocacy arena.
- Service focus and ability to gain cross-organization cooperation to complete diverse duties. Experience working effectively with a wide range of people and all levels of staff from a variety of disciplines, cultures, and backgrounds.



- Proficiency with MS Office, Microsoft365 (sharepoint, outlook, teams), web research, and related skills.
- Excellent organization and communication skills.
- Detailed oriented and able to prioritize, manage and complete multiple tasks and meet deadlines.
- Courteous, tactful, and proven ability to work effectively with others.
- Ability to work under general supervision and take initiative to solve problems under supervisor direction.

## **WORKING CONDITIONS**

- Typical office environment. May need to work beyond normal work hours as needed.

Please send your current resume and cover letter (no more than 4 pages) to:

[indonesia.hrd@konservasi-id.org](mailto:indonesia.hrd@konservasi-id.org)

Please fill the "subject" column of the e-mail with this format:

**< TFCCA-PA > - < your name >**

Closing date for the application is **Feb 10, 2026**

(Only short-listed candidates will be notified).