

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 **Kupang**:

TFCCA Grant & Contract Officer Kupang

(Code: GCO-K)

The Grant & Contract Officer 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 be supervised by the Finance and Grant Manager and will coordinate closely with internal TFCCA teams, grantees, and external stakeholders.

KEY RESPONSIBILITIES

Grant Preparation

- Under the Finance and Grant Manager coordination, compile all grant proposals into database and summarize it for further grant selection process
- Assist with the initial screening of grant proposals and ensure proper filing into database.
- Support due diligence assessments for potential grantees.
- Collect and compile supporting documents for Grant Agreement finalization, including facilitate the grant signing process.
- Support grant disbursement under the Non Profit Cloud (NPC) system, including administering Fixed Amount Award (FAA) grants, which use milestone-based payments, and Cost Reimbursement grants which require validating allowable expenses with supporting documentation.

Grantee Support & Monitoring

- Provide capacity-building and technical assistance to grantees on financial reporting and grant fund management.
- Develop a monitoring plan and coordinate regularly with grantees to monitor grant implementation and verify deliverables/milestones before the report submission to the system and assist the report submission to the system.
- Communicate report review results, ensure timely corrective actions, and coordinate with other TFCCA teams for required follow-ups.
- Coordinate and support monitoring, evaluation, and learning activities, including data collection, field visits, learning exchange
- Support coordination with grantees and stakeholders to prepare TFCCA activities, including administration and logistics.

Grantee Financial and Invoice Review and Payment

- Monitor grantee implementation, track financial report submissions, and review accountability reports for completeness, accuracy, and compliance.
- Assist with the grantee's advance payment requests and quarterly invoices and payments.
- Ensure accurate and up-to-date documentation within Business World (BW) and Non Profit Cloud (NPC) systems.
- Maintain an updated database and coordinate with the Finance & Grant Manager to notify and support grantees in preparing Grant Closeout Reports (GCR).

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.
- Three years of related 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.
- Basic understanding of 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

WORKING CONDITIONS

- This position will be based in Kupang which covers the working areas of Bali, West Nusa Tenggara, and East Nusa Tenggara provinces.
- Work is performed in a typical office environment which requires field trip to TFCCA sites and grantees location as 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:

< GCO-K > - < your name >

Closing date for the application is **Feb 24, 2026**

(Only short-listed candidates will be notified).