

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 **Sukabumi**:

Project Administration Officer

(Code: PAO)

Yayasan Konservasi Indonesia (KI), the main partner of Conservation International (CI) in Indonesia, envisions 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.

Konservasi Indonesia seeking a qualified and motivated individual as Provide general administrative support to the project/technical staff to help implement project deliverables. Assist in drafting routine communications and handling everyday documents. Assist with project monitoring, compiling data, and drafting non-technical status reports. This includes provides administrative, operational, and financial support for West Java office.

The purpose of the role for effective administration, accurate and timely processing, reporting, and monitoring of administrative and operational activities. Manage travel arrangements, support major activities/meetings logistic, accommodation, arranging for transportation, and related field activities. The Officer reports to West Java Program Manager for day-to-day operations of the Office and major work plans, and to West Java Conservation Programs Coordinator for technical direction dan procedure.

KEY RESPONSIBILITIES

Project/Program Administrative Support

- Assist the project/program staff to create the terms of reference (TOR) or letter/invitations for field activities.
- File and record all documents of program/project activities, including terms of reference, activity reports, and minutes of meetings.
- Arranging meetings, workshops and events (venue selection, logistics arrangement, materials, and communication with participants) and include assisting reservation of flight and accommodation
- Assists Supervisor/Program Manager in preparing contract or agreement for Service, Honorarium, Office Lease, Travel, Vehicle and Grants
- Handling payment of local transport/fee/per diem of participants/speakers of event, workshop, and meeting.
- Organizes Filing System and information, handling incoming and outgoing letter/mail, payment document, daily correspondence, sending or receiving letter and messages by post, telephone
- Maintain frequent communication, and including regular meetings with staff in West Java office

Operational Duties and Compliance

- Review Travel Expense Report to comply with KI regulation with adequate supporting documents.
- Make a regular request for payments related to office operations i.e.: utilities, Internet, Car/Motorcycle Rent, kitchen supplies
- Ensures that Travel Advances or Activity Advances are cleared in timely manner.
- Maintain Office Inventory list, conducts physical checking periodically and ensures the asset list is updated periodically to Ecoregion Administration Coordinator
- Supervise outsource staff (Guard, Office Support) and maintain communication with outsource companies as well with HR Jakarta. This includes any SPK staff for other operation role.



KONSERVASI INDONESIA

- Responsible and manage office operations, including procurement and inventory of supplies, maintenance of office facilities, oversight of vehicle and asset logs in accordance with regulations.
- Serve as receptionist and welcome visitors or guests in a good manner

ADDITIONAL RESPONSIBILITIES

- On-time and accurate submission of all timesheets and expense reports (cash/travel advances, etc.)
- Ensures that all tasks are delivered smoothly, timely and accurately within minimum supervising
- Any related tasks as assigned by the Supervisor.

QUALIFICATIONS

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

- Economic, Administration, or Management or related education background will be an advantage
- Preferable 2-year relevant work experience in Administration or Secretarial role.
- Effective verbal and written communication, multi-tasking, organizational, prioritization skills are necessary.
- Demonstrated detail focus, self-confidence, and an ability to follow procedures, meet deadlines and work independently and cooperatively with team members are required.
- Comfortable managing multiple duties and adapting to changing priorities.
- Service focus. Courteous, tactful, and proven ability to work effectively with others.
- Possess good knowledge of local cultural setting in West Java
- Computer skills with strong familiarity of word processing, spreadsheets, and database software are mandatory

WORKING CONDITIONS

- Work is performed in a typical office environment.
- Flexibility to work outside normal work hours to meet deadlines as needed.
- Working overtime sometimes is needed especially during a certain event.

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:

< PAO > - < your name >

Closing date for the application is **Mar 16, 2026**

(Only short-listed candidates will be notified).