



WE'RE HIRING PROGRAM ASSISTANT

Sustainable Development Goals



Qualifications



1. Possess minimum S1 degree from all disciplines
2. Has minimum 2 years relevant work experience in NGO or social development sector
3. Preferably have knowledge in Sustainable Development Goals (SDGs)
4. Preferably have experience in analyzing and processing qualitative and quantitative research data
5. Strong ability to work and communicate within a team
6. Able to communicate, verbal and written, in Indonesia and English
7. Reside in Jabodetabek and available to travel out of Jakarta when needed

Responsibilities



1. Provide technical and administrative support for event-based and research activity
2. Prepares draft contractual documents for the procurement of equipment/services, in close collaboration with the Finance and Procurement Officers
3. Elaborating and reviewing project objectives, priorities and resources needed
4. Provide information/data and draft of report as needed
5. Help to coordinate SDGs advocacy within the INFID secretariat and networks in Indonesia and abroad



JOIN US!

Send your application to
bit.ly/hiringPASDGs

At the latest
January 14th 2022, 23.59 WIB

