

ROLE PURPOSE

Role Title: Operations Officer

Division: Programs and Partners

Location: Insert

Date: April 2026

Employment type: Full time, Permanent contract with flexible work arrangement

Reports to: Finance & Operations Manager

Number of direct reports: N/A

Leadership Band: Leads Self

Purpose of the role:

The Operations Officer supports the Indonesia Country Program by delivering effective, compliant, and timely day-to-day operational support. The role coordinates administrative, logistics, procurement, travel, and office operations within established policies and approval frameworks, enabling program teams to deliver activities smoothly in a decentralised operating environment.

The Finance Officer will own the outcomes of:

- 1. Operational Administration and Logistics** - Coordinate day-to-day administrative and logistical support for program and office activities, including travel, accommodation, meetings, and field visits, ensuring arrangements are timely, cost-effective, and compliant.
- 2. Procurement and Vendor Support** - Support procurement processes in line with Foundation policies, including sourcing, documentation, and coordination with suppliers and service providers, ensuring value for money and proper records are maintained.
- 3. Office and Asset Management** - Maintain accurate records for office assets, equipment, and supplies, supporting basic asset tracking, inventory management, and office upkeep.
- 4. Compliance and Documentation** - Support compliance with organisational policies, donor requirements, and local regulations by maintaining complete operational documentation and supporting audits or reviews as required.
- 5. Coordination and Collaboration** - Work closely with program teams, the Finance Officer, Partner Liaison Officers, and the Finance & Operations Manager to ensure operations align with program needs and approved workplans.
- 6. Other tasks as requested by your manager**

Our Capabilities:

As a member of The Foundation Family, you will:



1. Live by the values of The Foundation and support The Foundation's culture, performance and brand.
2. Adhere to all The Foundation's policies and procedures.
3. Strengthen the health, safety and well-being of all/look out for the well-being.
4. Lead, collaborate and contribute to all interactions.

Essential Experience:

- Background in operations, administration, logistics, or coordination roles, preferably within an NGO, INGO, donor-funded project, or public-sector environment in Indonesia.
- Practical involvement in coordinating travel, logistics, procurement support, or office administration.
- Exposure to working with internal teams and external service providers or vendors.
- Understanding of organisational policies, procedures, and basic compliance requirements.

Skills:

- Strong organisational and coordination skills with attention to detail.
- Ability to manage multiple tasks and deadlines in a decentralised operating environment.
- Clear communication skills and a collaborative working style.
- Practical problem-solving skills and a proactive approach to operational issues.

Desirable Experience:

- Exposure to international development, NGO, or not-for-profit environments.
- Understanding of working with government or sub-national stakeholders in Indonesia.
- Familiarity with donor-funded program operations.

Qualifications:

- Diploma or bachelor's degree in business administration, Management, or a related field desirable.

The position involves:

This position is recognised as having "Contact with Children" either direct or indirect
This position does involve "Working with Children" either direct or indirect.

Travel:

Domestic travel as required to support program and partner activities

Additional Responsibility:

Ensure that the work for which they are responsible is carried out in ways which safeguard the health and safety of workers.

This role purpose defines the broad accountabilities of the positions,

To work in The Foundation, you will:

- Be eligible to work in Indonesia and other regions where you will be based

which may change based on organisational need. Please refer to the divisional, team and individual work plans for more specific details

- Undergo background check including criminal records and qualifications check
- Undergo working with children check for positions that are identified as working with children