

Specialist, Grants Management – Indonesia

Place of work:	Jakarta, Indonesia
Employment rate:	100%
Start date:	Preferably 1 September 2026
Contract type:	1 year with possibility of extension
Other:	Must be eligible to work in Indonesia

Basel Institute on Governance

The Basel Institute on Governance is a hands-on centre of competence dedicated to promoting good governance and countering corruption for a more peaceful, just and sustainable world. Established in 2003 in Basel, Switzerland, the Institute works with partners worldwide to advance knowledge, practice and policy on anti-corruption, asset recovery and business integrity. With field operations worldwide, it has some 150 staff covering 32 nationalities. The Basel Institute is an Associated Institute of the University of Basel.

The Basel Institute's Green Corruption programme focuses on applying our in-house expertise and experience in preventing corruption and enforcing anti-corruption and anti-money laundering standards in the environmental sector. The programme covers corruption and financial crime related to the illegal trade in wildlife, forestry and timber products, fish and mining, as well as governance challenges in the energy transition, carbon markets and critical minerals.

Job description

The Specialist, Grants Management, will support the implementation of a multi-year, donor-funded programme at the Basel Institute (through Norway's International Climate and Forest Initiative, NICFI), covering operations in Indonesia and Peru. The post holder will be based in Jakarta, Indonesia, with remote working arrangements for other programme locations.

Working within the Basel Institute's Green Corruption programme, the post holder will review, analyse and verify financial reports and expenditure documentation submitted by subgrantees, ensuring compliance with donor financial requirements and subgrant agreements. The role focuses on financial oversight and quality assurance of subgrantee financial management throughout the subgrant lifecycle, rather than internal accounting or bookkeeping functions. The position holder reports to the Senior Specialist, Grants Management, in coordination with the Programme Manager.

Key responsibilities

- Review and verify financial reports and expenditure documentation submitted by subgrantees to ensure accuracy, completeness and compliance with donor requirements and subgrant agreements.
- Assess subgrantee financial management practices, identify irregularities or risks and provide timely feedback and guidance to address findings in accordance with donor compliance standards.
- Track subgrantee financial performance against approved budgets, monitor expenditure rates and flag variances or potential over- or underspending to the Senior Specialist, Grants Management.
- Coordinate financial reporting schedules with subgrantees, consolidate financial data, and prepare inputs for programme-level financial reporting to donors.
- Support capacity building among subgrantees in financial compliance, reporting standards and documentation requirements; assist with preparing for internal and external audits by compiling and reviewing subgrantees' financial records.

Qualifications and skills

- University degree or equivalent in international development, public administration, finance, accounting or a related field.
- At least four (4) years' experience in grants management, financial oversight or programme administration, preferably in a donor-funded or international development organisation.
- Proven expertise in reviewing and analysing subgrantee financial reports, assessing compliance with donor financial requirements and identifying financial irregularities or risks in grant-funded programmes; a working knowledge of accounting principles and financial statements is an advantage.
- Relevant experience in financial management of grants or donor-funded programmes in Indonesia or in Southeast Asia is an advantage.
- Proficient in MS Office and in grants management databases or financial tracking systems; familiarity with donor reporting platforms is an advantage.
- Languages: excellent English and Bahasa Indonesia skills in both writing and speaking; proficiency in Spanish is an advantage.

Offer

We offer an interesting and rewarding working environment with a proactive, dynamic and international team spirit. The work is both routine and varied, and offers scope for initiative and innovation. The salary is competitive.

Application

Please submit your application at your earliest convenience, but no later than **10 August 2026** using the following link: <https://intranet.basel.institute/job/apply/83>. Applications will be reviewed on a rolling basis.

***** Why work with us? Watch this [video](#) to find out more. *****

Equal opportunity employer

The Basel Institute is an equal opportunity employer. It does not discriminate on the basis of race, religion, colour, sex, gender identity, sexual orientation, age, non-disqualifying physical or mental disability, national origin, veteran status or any other basis covered by appropriate law. All employment is decided on the basis of qualifications, merit, and business need.