

Programme Manager – Indonesia

Place of work:	Jakarta, Indonesia
Employment rate:	100%
Start date:	1 July 2026
Contract type:	1 year with possibility of extension
Other:	Must be a citizen of Indonesia and be based in the country

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.

Our Green Corruption programme focuses on applying in-house expertise to prevent corruption and enforce 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. It also addresses governance challenges in the energy transition, carbon markets and critical minerals.

Job description

The Programme Manager will manage the Green Corruption project portfolio in Indonesia. This includes the NORAD-funded programme Norway's International Climate and Forest Initiative (NICFI) implemented by the Basel Institute on Governance alongside Transparency International (TI), World Wildlife Fund (WWF) and TRAFFIC. Where applicable, the Programme Manager may also cover other Green Corruption programme portfolios outside Indonesia. We are looking for a candidate with substantial programme management experience in the context of a development cooperation, particularly in delivering multi-country and multi-donor projects within a consortium set up.

The Programme Manager will contribute to ensuring that the programme is delivered in a coherent, structured and impactful manner, in line with the strategic objectives and requirements set forth by the donor and the Basel Institute.

The Programme Manager will report to the HQ-based Programme Manager and coordinate closely with the Indonesia Team Leader. On matters related to financial, contract management and Human Resources, they will also interact with relevant HQ-based administrative staff.

Key responsibilities

Financial and logistical management

- Lead budget monitoring, including financial forecasting for the country team, reviewing financial reports and approving mission expense statements and invoices.
- Coordinate the programme's procurement process in accordance with the regulations of the Basel Institute and donors.
- Coordinate event organisation alongside the country team.

Programme administration

- Contribute to programme work planning in line with established programme management practices and donor rules to a level commensurate with the complexity of the programme.
- Coordinate the timely production and quality control of substantive programme reporting from the Indonesian team.
- Provide operational and administrative coordination and support, including programme extension requests, country-based registration (if applicable) and adequate documentation.
- Where applicable, line manage and quality assure the work of field-based programme officers and assistants.

Human resource management

- Contribute to staffing recruitment, including developing and/or revising Terms of Reference for long-term technical advisers and short-term consultants, and the coordinating and participating in recruitment processes (candidate shortlisting, interview, etc.).
- Coordinate staff onboarding and offboarding in coordination with Human Resources at HQ.

Governance and compliance

- In coordination with technical advisers, contribute to stakeholder management, including with government counterparts, donors, partners, civil society representatives, etc. for successful delivery of programme objectives.
- Contribute to the production and/or update of the programme's risk management framework.
- Monitor and ensure compliance with institutional, host country and donor requirements across all operational areas.

Programme and system development

- Participate in the development and implementation of project management tools and processes both at the Institute-level and project-level, including the drafting of standard operating procedures for new projects, reporting templates and other tools as required.
- Engage in fundraising efforts as needed.

Qualifications and skills

- University degree or equivalent in public administration, business, project management, development or a related field.
- Minimum 5 years of experience managing donor programmes.
- Proven expertise operating donor programmes in challenging environments.
- Excellent knowledge of donor requirements.
- Professional proficiency in English (both spoken and written) with excellent report-writing skills requiring minimal supervision.
- Native or professional proficiency in Bahasa Indonesia (both spoken and written).
- Experience identifying and bridging gaps between technical needs and administrative requirements.
- Experience with Norway-funded programming is an advantage.
- Experience with anti-corruption and/or rule of law programming is an advantage.
- Ability to work independently with modest supervision.

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 **21 June 2026**, using the following link: <https://intranet.basel.institute/job/apply/80>. 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.