



Together, building futures.

#everydayheroes #ThinkFamilies #weareChildSafe #ngo #recruitment #job#socialwork #childprotection

Project Administrator

HELLO from Friends

Are you passionate about human rights and protecting vulnerable population? Up for a challenge? Would you enjoy providing administrative support to a team that is working on strengthening safeguarding policies for children, youth and adults across Indonesia?

If you answered 'yeah' to any of the above then you may just be the person we are looking for.

What about these? Think you'd fit?

- You have a good understanding about project cycles in an NGO environment
- You have experience in translating documents from English to Bahasa Indonesia
- You have experience working with donor budgets and preparing proper paperwork for budget spending
- You have experience in organizing logistics for events such as meetings, travels, training etc.
- You have experience in assisting others with their schedules, tasks and keeping track of expenses
- You know very well how to organize your tasks and your responsibilities
- You are a dynamic and supportive team worker
- You are able to travel around Indonesia frequently

Friends is consisted of multiple dynamic teams that are delivering innovative services for children, youth, their families and their communities. Together with our partners, we are creating a system that will provide protection to those in need and support people to become productive citizens of their country. In collaboration with UNICEF you will be working with more than 60 NGOs across Indonesia and supporting our Trainers to implement international standard safeguarding policies. As an Administrator for this project you will be assisting teams so they can smoothly deliver courses to various groups of professionals, both in person and online. You will accompany the Trainers as they travel across Indonesia and support them to organize meetings and training sessions.

Friends allows you to use our limitless platform with our teams and partners so you can learn from your work and each other – making learning opportunities everywhere! You will be working and growing within an international team with colleagues from Cambodia, Thailand, Laos, Indonesia, Myanmar and all over the world! You will also be collaborating with a multidisciplinary team of Social Workers, Teachers, Vocational Training Teachers, Project Officers, Technical Advisors, Employment Workers, HR/Finance/Admin teams etc.

Sounds good? Great! Please email your CV and Cover letter now to **hr.indonesia@friends-international.org** and let's talk more.

All applicants will undergo an extensive background check in compliance with our Child/Beneficiary Protection Policy and PSEA Policy.