

EU-ASEAN Sustainable Connectivity Package - Higher Education Programme (SCOPE-HE)

Call for Applications

Administrative Assistant

EU-ASEAN Sustainable Connectivity Package – Higher Education (SCOPE-HE) Programme

Location : DAAD Regional Office Jakarta
Contract Duration : 01 June – 30 November 2026 (with the possibility of extension)
Working Type : Office-based

Background

The SCOPE-HE programme is implemented by a consortium of Nuffic (Lead) (Netherlands Organisation for International Cooperation in Higher Education and Research) and DAAD (German Academic Exchange Service). Period of implementation is 48 months from February 2024 onwards.

SCOPE-HE programme has the following expected outcomes:

1. Student, academic staff and researcher mobility, intra-ASEAN and between EU and ASEAN.
2. EU-ASEAN cross-regional university networks to tackle global challenges jointly by fostering research on Green Transition, Digitalisation and Blue Economy.
3. ASEAN regional networks of Vocational Education Institutions, strengthening linkages with the private sector for sustainability and connections relevant to the ASEAN labour market.

The DAAD supports outcome 1 and is responsible for the overall implementation of outcome 2. Outcome 1 involves facilitating policy dialogue and collaboration between institutions in ASEAN and provide technical assistance and capacity building on reference systems and frameworks for academic qualifications. Outcome 2 establishes and supports EU-ASEAN university networks. Activities also comprise organising higher education dialogues, seminars, and symposia (trainings, high-level conferences etc.), designing and commissioning studies, tendering, and awarding funding contracts. Activities are implemented throughout the Southeast Asian (SEA) region.

Role Overview

Under the oversight of the Key Expert and the direct supervision of the Finance and Administration Officer, the Administration Assistant supports the financial and administrative aspects of the implementation of the SCOPE-HE programme, with a primary focus on financial processes, procurement, and grant management, in compliance with EU rules, financial guidelines agreed upon by Nuffic and DAAD, and DAAD's regulations and standard operating procedures.

In coordination with the Programme Assistant and guided by the Programme Officers, the role also contributes to programme implementation by assisting in the organisation of programme activities, preparation of related materials, and maintenance of programme databases and digital archives, as required.

Main Responsibilities

The Administration Assistant is expected to provide support in the following areas:

1. Financial and Grant Administration

- Support procurement processes by assisting in the preparation of contracts and vendor-related documentation.
- Support the processing of financial transactions in line with applicable procedures.
- Support tracking of financial transactions and grant implementation, including expenditure, reporting timelines, and key requirements.
- Assist in collecting and preparing financial documentation related to transactions, including invoices, reimbursements, and supporting documents.
- Assist in expenditure verification processes, including reviewing supporting documentation for completeness and consistency.
- Assist in compiling financial data and supporting documentation for reporting and audit purposes.
- Maintain organised financial and grant records in line with programme and donor requirements.

2. Administrative Assistance

- Support travel arrangements.
- Assist in preparing administrative documentation and related materials.
- Perform general administrative and office tasks as required.

3. Programme Support

- Assist in organising programme activities and supporting related logistical arrangements.
- Provide operational support during programme activities and assist in follow-up communication.
- Participate in programme meetings and assist in preparing related documents and materials.
- Assist in maintaining programme databases and digital archives.

Required Qualifications

Education

Bachelor's degree in Accounting, Finance, Economics or Business Administration. An interdisciplinary academic background is an asset.

Professional Experience

At least 1–2 years of experience in financial and administrative roles. Experience in grant management and procurement processes is an advantage. Experience in project or programme support is desirable.

Language Skills

Fluency in written and spoken English and Bahasa Indonesia. Working knowledge of German is an asset but not required.

Digital Skills

Proficiency in Microsoft Office applications (Word, Excel, PowerPoint, Outlook, SharePoint) and familiarity with database systems.

Competences

- High level of integrity and sense of responsibility.
- Meticulous, with strong attention to detail.
- Ability to manage multiple tasks accurately and efficiently within deadlines, including under time pressure.
- Strong organisational skills.
- Good communication and interpersonal skills, with the ability to work effectively in a multicultural environment.
- Service-oriented attitude, with diplomatic awareness and sensitivity in dealing with stakeholders.
- Awareness of confidentiality and professional conduct in handling sensitive information.

Remuneration and Conditions

The successful candidate will be offered a fixed remuneration of IDR 10,509,292 per month and one day home office per week. This is a locally recruited, short-term position with a contract duration of six months, with the possibility of extension. The selected candidate must be based in Jakarta, Indonesia at the time of appointment and possess a valid legal permit to work in Indonesia.

How to Apply

Qualified candidates are invited to submit application including an updated curriculum vitae (CV), a cover letter outlining their motivation and relevant qualifications for the position as well as scanned copies of educational certificates/transcripts by email to **ellyzar@daad.de**, with a copy to **scope-he@daad.de**, with subject **SCOPE-HE Administrative Assistant_[Name]** no later than 19 April 2026, 23:59 (Jakarta Time).

Due to the high volume of applications, only shortlisted candidates will be contacted.

For more information about the SCOPE-HE Programme, please visit: <https://euinasean.eu/scope-he/>