

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

Call for Applications

Programme 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, Full-time

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 Programme Officers, the Programme Assistant supports the implementation and monitoring of programme activities by assisting in organising events, coordinating meetings, liaising with stakeholders, preparing programme-related materials, drafting minutes and preparing summaries of meetings and events, and maintaining programme databases and digital archives.

Guided by the Finance and Administration Officer and in coordination with the Administrative Assistant, this role may also provide financial and administrative support as required, including assistance in EU grant management processes, in compliance with EU rules, financial guidelines agreed upon by Nuffic and DAAD, and DAAD's standard operating procedures.

Main Responsibilities

The Programme Assistant is expected to provide technical and administrative support in the following areas:

1. Overall Programme Support

- Contribute to research, data collection, and analysis for programme activities, including non-event activities such as studies and policy-related outputs.
- Assist in reviewing research-based studies and other analytical outputs commissioned by the programme.
- Participate in programme-related meetings as required and assist in preparing related documents and drafting summaries.
- Maintain and update programme planning and monitoring tools, databases, and digital archives.
- Support documentation and follow-up communication of programme activities.

2. Event Organisation

- Assist in preparing event-related documents and materials.
- Support communication and coordination with participants and partners, including registration and briefing processes.
- Support logistical arrangements for events, including liaison with service providers.
- Provide operational support during events.
- Contribute to the preparation of event records and summaries.
- Support post-event follow-up communication and documentation.

3. Grant Administration

- Assist in communication with grant recipients on procedures, requirements, and timelines.
- Support grant-related financial processes, including collecting, organising and verifying supporting documents in line with applicable rules and procedures.
- Assist in collecting and compiling financial documentation for reporting and auditing purposes.
- Maintain organised grant files and records in line with programme requirements.

4. General Administrative Support

- Support administrative tasks, including travel arrangements and reimbursements.
- Assist in preparing administrative documentation and related materials.
- Perform other administrative and office tasks as required.

Required Qualifications

Education

Bachelor's degree in Political Science, International Relations, Development Studies, Economics, Public Administration, or other relevant disciplines. An inter-disciplinary background is an asset.

Professional Experience

At least 1–2 years of relevant experience in programme or project support roles, including both technical and administrative support functions. Prior experience with international organisations and/or government institutions 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 of 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 a curriculum vitae (CV), a cover letter outlining their motivation and relevant qualifications for the position as well as scanned copies of education certificates/transcripts by email to

ellyzar@daad.de, with a copy to **scope-he@daad.de**, using the subject line: *SCOPE-HE Programme Assistant_[Name]*, no later than **19 April 2026, 23:59** (Jakarta time).

Incomplete applications will not be considered. Due to the high volume of applications, only shortlisted candidates will be contacted.

For more information about the SCOPE-HE Programme, please visit:

[EU-ASEAN Sustainable Connectivity Package – Higher Education Programme \(SCOPE-HE\) - EU-ASEAN](#)