



LTKL

LINGKAR TEMU
KABUPATEN
LESTARI

JOB VACANCY: AWARDS MANAGEMENT COORDINATOR

Lingkar Temu Kabupaten Lestari (LTKL Secretariat)

Location: Jakarta, Indonesia

Position Type: PKWT

WHO WE ARE

Lingkar Temu Kabupaten Lestari (LTKL) is an association of district governments to realize sustainable development. LTKL was formed by 8 district governments in July 2017. As of January 2023, LTKL has 9 member districts located in 6 Indonesian provinces that also work as a caucus of the Association of Regency Governments throughout Indonesia (APKASI). Currently, LTKL is also working side by side with 26 global, national & regional multi-stakeholder networks of partners who voluntarily support LTKL achieving its common goals that was translated into LTKL Declaration of Sustainable District Vision that was announced formally in 2021.

LTKL General Assembly in 2017 formally established and elected a Secretariat Team. Since then, the Secretariat have provided strategic management support for the members and partners network, allowing the platform to gain initial momentum; expand its network and exposure; and coordinate collaborative activities through various fora. On a daily basis, LTKL also led the collaborative work of its district members and board of advisory, ensuring a smooth and strategic running of operation.

To enable LTKL's mission, the Secretariat is supported by the Financial and Resources Management Unit (FRMU), which plays a critical role in ensuring institutional readiness and operational excellence. FRMU is responsible for managing the financial health of the organization, overseeing donor and partner contributions, ensuring compliance with financial standards, and mobilizing and managing resources efficiently. The unit supports strategic planning and financial systems, enabling transparency, accountability, and sustainability.

PURPOSE OF THE ROLE:

The Awards Management Coordinator serves as a strategic anchor within the Financial and Resource Management Unit (FRMU) of LTKL, ensuring that funding partnerships are effectively mobilized, managed, and aligned with the organization's mission. This role is responsible for overseeing the full lifecycle of grants and subgrants—from pipeline development and proposal submission to compliance, reporting, and closeout—while maintaining the highest standards of accountability and donor stewardship.

Functioning as a key liaison between program teams, finance, and external partners, the Coordinator plays a critical role in translating donor requirements into clear internal systems, processes, and collaborative workflows. This includes ensuring timely reporting, risk mitigation, effective fund utilization, and alignment with LTKL's priorities and work plans. This role also supports MEL integration by ensuring that award implementation is informed by evidence, lessons learned, and progress towards impact.

Beyond operational coordination, this role contributes to strategic planning by identifying funding opportunities, strengthening donor relationships, and ensuring that award

management supports long-term institutional sustainability. The Coordinator is also expected to drive internal capacity building across teams, promote adaptive learning from implementation, and embed a culture of compliance and transparency.

As part of the broader Secretariat team, the Coordinator plays a vital role in enabling LTKL's 2030 vision—ensuring that awards and partnerships contribute meaningfully to district-level transformation. This includes working cross-functionally to support inclusive governance, sustainable economic pathways, data-informed decision-making, and collaborative storytelling. Ultimately, the role upholds LTKL's credibility and impact through strong, values-driven award management.

RESPONSIBILITIES & DELIVERABLES:

| RESPONSIBILITIES | DELIVERABLES |
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| <p>Resource Mobilization & Proposal Development</p> <ul style="list-style-type: none"> • Support the strategic identification and alignment of funding opportunities with LTKL's mission, program priorities, and multi-year plans. • Lead coordination for quality proposal development across units (Finance, MEL, Program). • Ensure proposals accuracy, and alignment with donor requirements and organizational goals. • Provide feedback and review on donors suitability for LTKL needs. | <ul style="list-style-type: none"> • Strategic opportunity matrix with donor fit analysis and recommendations. • Updated proposal tracking and pipeline dashboard (including opportunity stages, value, leads, deadlines). • Regular pipeline mobilization report summarizing proposal statuses and pending actions. • Strategic funder landscape mapping (including donor priorities, giving cycles, and entry points). • Compiled proposal package including program narrative, logframe, and budget inputs. • Summary of donor alignment review and recommendation note. |
| <p>Grant Lifecycle & Compliance Oversight</p> <ul style="list-style-type: none"> • Lead end-to-end award management from onboarding to closeout, ensuring compliance, alignment with work plans, and effective fund utilization. • Oversee implementation of LTKL's grant management procedures across units. • Monitor and guide compliance to donor schedules, budget tracking, and programmatic targets. | <ul style="list-style-type: none"> • Operational grant management dashboard with status, risks, and updates. • Timely and accurate donor reports and presentations. • Internal compliance monitoring notes with follow-up actions. • Running documentation or log of donor expectations, preferences, and feedback. • Pre-submission briefing materials or coordination notes |



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| <ul style="list-style-type: none">• Record and maintain key donor feedback, expectations, and communication throughout the grant cycle.• Ensure donor reports (both narrative and financial) are aligned with agreed formats and requirements, including briefing relevant units to ensure alignment with donor expectations and compliance. | <p>to guide internal contributions to donor reports.</p> |
| <p>Subgranting Strategy & Capacity Strengthening</p> <ul style="list-style-type: none">• Manage strategic implementation of subgranting to partners, ensuring mechanisms support accountability, impact delivery, and partner readiness.• Conduct due diligence, design subgrant systems, and implement financial and reporting capacity building for partners.• Ensure subgrant design and disbursement are aligned with the terms, budget lines, and expectations of the originating donor funds.• Coordinate with the MEL (Monitoring, Evaluation, and Learning) team to ensure subgrants contribute to LTKL's overall impact measurement framework.• Facilitate capacity building and technical support to strengthen local partners' grant management practices. | <ul style="list-style-type: none">• Updated subgrant tracker including milestones, risks, and financial disbursement status.• Due diligence records and capacity assessments for subgrantees.• Subgrant agreement packages and clear documentation of alignment with donor terms.• Coordination notes and feedback loop with MEL to ensure integrated learning and reporting.• Progress summaries and review notes for each subgrant cycle. |
| <p>Donor & Partner Engagement</p> <ul style="list-style-type: none">• Serve as the main point of contact for all award-related matters, both internally and externally• Manage and update donor/partner databases and engagement records.• Track donor communications, feedback, and preferences to inform proposals and reporting.• Coordinate internal alignment for donor-facing engagements and materials.• Support donor-related events and maintain professional relationships through timely communication and follow-up.• Collaborate with communication teams to document and promote project outcomes. Ensure proper archiving and institutional memory of all donor interactions. | <ul style="list-style-type: none">• Updated donor and partner database• Communication and feedback logs• Briefing notes and engagement decks• Event documentation and follow-up summaries• Archived donor interaction records |



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| Monitoring of Receivables & Strategic Forecasting <ul style="list-style-type: none">• Track awards receivables and ensure timely disbursement and accurate documentation.• Support the finance team to reconcile forecasts with actual disbursements.• Proactively flag funding gaps and suggest resource planning strategies. | <ul style="list-style-type: none">• Awards receivables tracker and follow-up log.• Monthly disbursement alignment reports.• Recommendations for financial forecasting• Track Burn Rate and Funding Gaps Regularly |
| MEL Integration & Adaptive Learning <ul style="list-style-type: none">• Support the integration of MEL insights into the award management cycle.• Collaborate with the MEL team to ensure donor reports, subgrant reviews, and programmatic updates reflect key learnings, progress towards outcomes, and adaptive strategies.• Help ensure that reporting processes embed reflection and data-informed storytelling. | <ul style="list-style-type: none">• MEL-informed donor reports and subgrant documentation. |

QUALIFICATIONS:

1. Bachelor's degree in Accounting, Finance, Business Administration, Commerce, or related fields; a Master's degree in Accounting, Financial Management, or Nonprofit Administration is a strong advantage.
2. Minimum 5 years of progressively responsible experience in financial and award management, including grant oversight, donor reporting, and fundraising within international development or NGO settings.
3. Demonstrated ability to interpret and apply donor regulations, with proven experience managing awards from bilateral and multilateral funders
4. Experience working with MEL frameworks or collaborating with MEL teams is a plus
5. Strong analytical and strategic thinking skills, with the ability to translate complex financial and compliance requirements into actionable plans and tools.
6. Excellent persuasive writing and communication skills, including the ability to craft clear proposals, narratives, and donor reports for diverse audiences.
7. Highly organized with strong administrative capabilities; able to manage multiple tasks, deadlines, and stakeholders with minimal supervision.
8. Proficient in financial systems and software (ERP System, Google Sheets), and comfortable working with digital tools for grant tracking and collaboration.
9. Experience working across multidisciplinary teams and facilitating coordination between programmatic, finance, and external partners.
10. Fluent in English (spoken and written); Bahasa Indonesia proficiency required.



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11. Strong interpersonal skills, team-oriented mindset, and a commitment to upholding transparency, accountability, and continuous learning.

WHAT WE OFFER

- Competitive remuneration and employment packages (annual leave, sick leave, special leave).
- Great health insurance packages, accessible after the probation period.
- Ability to work from home and from the office from time to time.
- Good maternity and fraternity policies, accessible after the probation period.
- Accessible employee capacity development support as required by the staff.

TERM OF OFFER

1. Contract Period:

The contract shall cover the period of 2025 – 2026 with possibility of continuous extension based on performance.

2. Reporting:

The incumbent shall report on a regular basis to the Financial Resources Manager on a daily basis.

3. Duty Stations:

The incumbent shall be stationed in Jakarta, with regular travel to other stations as assigned by LTKL.