



EMBASSY OF DENMARK
Jakarta

VACANCY

DEVELOPMENT AND COMPLIANCE OFFICER

EMBASSY OF DENMARK IN INDONESIA

Position:	Development and Compliance Officer
Terms of employment:	Full time, 37 hours/week,
Starting date:	December 1 or soon thereafter, dependent on the security clearance. Employment on a local 1+1-year contract, with the second year to be agreed after six months employment. Further extension beyond two years is possible.
Salary range:	Basic gross annual salary IDR 252.144.000.
Location:	Embassy of Denmark in Jakarta, Menara Rajawali, 25 th Floor, Jl. DR Ide Anak Agung Gde Agung, Kawasan Mega Kuningan, Jakarta 12950.
Deadline for application:	October 9, 2026.

BACKGROUND AND CONTEXT

Do you want to make a real difference in Indonesia and ASEAN? Are you passionate about environmental and climate projects and eager to collaborate with diverse stakeholders such as the World Bank, EU, UN, ASEAN, and other local NGOs? If so, the Development and Compliance Officer position at the Danish Embassy in Jakarta could be your perfect opportunity!

The Development Team manages Denmark's development cooperation with Indonesia bilaterally and with ASEAN regionally. Bilaterally, the team works with local partners on development projects of shared interest, reflecting the Indonesian context and Danish development priorities. The team also coordinates with sector-specific teams at the Embassy where agendas overlap.

Denmark's ASEAN Sectoral Dialogue Partnership, is also managed by the Team, including advancing the partnership and coordinating its implementation in close cooperation with Danish MFA HQ and Danish embassies across the region.

JOB DESCRIPTION

In the role, you will meet a wide range of stakeholders and be introduced to a variety of development projects and engagements in Indonesia. You will become part of an international, inclusive, and dynamic work environment with opportunities to meet a large variety of partners incl. Indonesian government institutions, multilateral organisations such as the World Bank, EU, UN, ASEAN and others. You will work with Danish and Indonesian colleagues at the Embassy and at the Danish MFA HQ and advice management and relevant colleagues on development policy. The position provides broad exposure to the development context in Indonesia and ASEAN, including through interaction with colleagues from other embassies and institutions.

Denmark's development approach puts accountability and value for money at its core. We aim to ensure that as much funding as possible reaches the intended beneficiaries. Compliance and sound compliance management play an



important part in this. As Compliance Manager, you will monitor development projects, follow up financially and ensure compliance with relevant guidelines and procedures. This is done in close dialogue with partners, where your role is to monitor, guide and ensure efficient and compliant implementation of activities.

It is important that you enjoy working with grant administration, that you can quickly understand and apply guidelines, translate them into practice, and independently make objective assessments in concrete cases. The work involves working across a range of internal IT systems. You will also provide support and training to colleagues on the use of these systems. It is therefore important that you have a flair for working with systems, can quickly understand how they work and apply logical thinking when navigating and resolving issues.

You will work under the supervision of the Development Cooperation Counsellor. You will also work closely with other teams at the Embassy, as the development grants portfolio intersects across the Embassy. Your responsibilities will include, but are not limited to:

1. Overseeing and ensuring compliance across all development funding managed by the Embassy, including supporting colleagues and project managers in adhering to development cooperation guidelines.
2. Assigned project manager for selected projects, with responsibility for following implementation, guiding and advising partners, financial management, monitoring and reporting.
3. Providing overall oversight of the Embassy's development portfolio from inception to closure, including projects for which you are not the project manager. This includes supporting proposal development with partners, reviewing budgets, and overseeing overall programme monitoring, evaluation and reporting.
4. Ensuring correct use and compliance with internal IT systems and requirements.
5. Supporting events and visits.
6. Representing the Embassy in meetings, including serving as a focal point where relevant.
7. Supporting other administrative matters and support the Development Counsellor with meeting and travel arrangements.
8. Leading internal audits on development cooperation.

QUALIFICATIONS

- Master's degree in Development Economics, Development Studies, Political Science, Socio-Economic Development, International Relations or related fields.
- 3-5 years' post graduate work experience with development cooperation and development programme/project, preferably in an Indonesian and/or ASEAN context.
- Minimum 2 years' experience with financial management, financial reporting including reviewing financial reports and audit reports.
- Fluency in Bahasa Indonesia and English, both written and spoken.
- Strong IT proficiency and a demonstrated ability to quickly learn and navigate new IT systems. You should have a good logical understanding of system flows and be comfortable working across different systems.
- Strong coordination and administrative skills.
- Strong communication skills to build and maintain strong networks with stakeholders.
- Work experience with Indonesian central and provincial authorities, NGOs, and/or multilateral organisations such as the World Bank, EU, UN or ASEAN is an advantage.



Intrapersonal Skills:

- Ability to take ownership of tasks, work independently, take initiative, and make objective assessments to ensure assigned tasks are followed through to completion.
- Solution-oriented approach and ability to find practical solutions to challenging situations.
- Strong analytical skills and ability to critically assess issues and provide clear and constructive feedback.
- Ability to switch quickly between tasks, manage multiple priorities simultaneously and keep processes moving. You will be working in a dynamic environment where priorities and approaches may need to adapt to the situation and context.

What we offer:

- The position includes training in the relevant tasks and systems, as well as access to relevant courses.
- An exciting, inter-cultural and dynamic work environment.
- Great opportunities for further development of your professional and personal competences.

Employment conditions:

- You will be offered a full time, 1+1-year contract, with the second year to be agreed after six months. Further extension beyond two years is possible. The employment is on a local contract based on the relevant legally binding labour market rules of Indonesia and Embassy rules.
- Your standard working hours are 37 hours per week.
- You will be entitled to 22 days paid holiday per year.

We would like you to start as soon as possible (subject to Danish security clearance).

Application and recruitment process:

Please send your application in English, (cover letter, photo, CV, university certificates, and references - **no other documents required**) by e-mail to: Embassy of Denmark, E-mail: jktambvacancy@um.dk - with subject 'Development Officer [your name]' no later than **Friday October 9, 2026**.

In your e-mail, please copy-paste the template below and answer the following questions:

Question	Yes/No	Indication
Do you hold a Master's degree in Development Economics, Development Studies, Political Science, Socio-Economic Development, International Relations or a related field?		Degree and field of study
Do you have 3–5 years of post-graduate experience in development cooperation and/or development programmes/projects?		Number of years
Do you have at least 2 years of experience with financial management and financial reporting, including reviewing financial and audit reports?		Number of years and brief indication of relevant experience
Do you have experience working in an Indonesian and/or ASEAN context?		Brief indication of relevant experience



EMBASSY OF DENMARK
Jakarta

The Embassy is committed to following EU rules on handling personal information (GDPR) when receiving and processing job applications. Our processing of personal information will be based on your consent (art. 6, no. 1 litra a). Before applying, please read the privacy policy of the Danish Ministry of Foreign Affairs at <https://um.dk/en/about-us/organisation/contactinformation/the-ministry-of-foreign-affairs-of-denmark-personal-data-policy/>. By submitting your application, you actively consent to our processing of your personal information. The policy outlines your rights, including your right to withdraw consent, details on how we process your data, and information on how to raise concerns about our processing of your personal data.

The Embassy values equal opportunities and welcomes applications from all qualified individuals, regardless of race, sex, religion, age, or disability.

Please note that only short-listed candidates will be contacted. The selected candidate must provide a “No Criminal Record” and successfully pass security clearance by Danish authorities before appointment.

Questions

For any questions regarding this position, please contact: Development Cooperation Counsellor, Saida Boukaddid saibok@um.dk

About us

For more information about the Embassy, see our web page <https://indonesien.um.dk/en>.
