



The United States – Indonesia Society

VACANCY ANNOUNCEMENT

USINDO Country Representative, Jakarta

Application Deadline: Monday, May 25, 2026

The U.S.- Indonesia Society (USINDO) is seeking qualified applications for the position of USINDO Country Representative in Jakarta.

USINDO is the premier bi-national non-government organization established to deepen United States-Indonesia bilateral understanding and relations. We conduct public programs to build mutual understanding of U.S. and Indonesian issues, and operate bi-national projects to strengthen our two societies, particularly in education and skills building. Our programs strongly support the non-government track of the U.S – Indonesia Comprehensive Strategic Partnership.

The USINDO Country Representative is USINDO's senior person in Indonesia, reporting to USINDO's President and Vice President in Washington.

POSITION RESPONSIBILITIES AND QUALIFICATIONS SOUGHT

- Indonesian national
- Fluent in Indonesian and English
- Strong English writing ability.
- Master's degree in field such as international relations, education, political science, management, or business administration.
- Five or more years of experience managing programs or activities in Indonesia
- Capability to represent and advance USINDO's programs with government, donors, private sector, and civil society in Indonesia.
- Ability and initiative to create and advance programs and lead staff
- Able to think strategically, set goals and deadlines, and produce high-quality results.
- Strong interpersonal communication skills with Indonesians and Americans
- Understanding of Indonesian politics, education, and foreign relations issues.
- Existing network of Indonesian leaders, universities, corporations, NGOs, and institutions relevant to USINDO's work, and ability to develop new contacts.
- Ability to represent USINDO and advance our programs.
- Successful track record in program design and development.

- Ability to assist with fundraising contacts.
- Proactive communication with local staff and Washington leadership.
- Ability to oversee social media messaging and develop engaging online content, with help of local assistant.
- Able to oversee in-country administration, including financial operations of the Jakarta office and in-country projects, with technical support from a subordinate.

Salary: to be determined based on qualifications.

Interviews: Interviews of short-listed applicants will be held in person in Jakarta in June 2026.

How to apply:

Please submit your resume, a cover letter, name and contacts of three references, and three writing samples in English on or before **May 25, 2026**.

Applications should be submitted to dmerrill@usindo.org, with copy to cwyrod@usindo.org and usindo@usindo.org. Applicants selected for an in-person interview in Jakarta in June will be contacted via email.

For questions, please contact cwyrod@usindo.org or usindo@usindo.org.