

Project Associate, Indonesia

Office Location	Jakarta, Indonesia	Reports To	Project Manager, Indonesia
Duration	Full-time; Ongoing		

Palladium is a global development and consulting firm, part of the GSI Consulting Group, working alongside some of the world's leading project management and engineering organisations. We partner with governments, businesses, investors and communities to design and deliver complex programs that create lasting impact. With a presence across more than 90 countries, Palladium offers the opportunity to work on meaningful challenges, alongside talented colleagues, in environments where your work can truly make a difference.

Purpose of Position

The Asia Pacific (APAC) Palladium corporate team wins and delivers projects for the APAC region as part of Palladium's global strategic initiatives and purpose around "Catalysing an enriched future for all".

As a **Corporate Project Associate, Indonesia**, you will support the effective, compliant and efficient delivery of Palladium-managed projects and corporate initiatives in Indonesia. Reporting to the Project Manager, the role is responsible for supporting project coordination, administration, procurement, contracting, financial tracking, reporting, compliance, stakeholder engagement and operational activities across assigned projects and portfolios.

Working closely with project teams, corporate services, consultants, suppliers, partners and clients, you will help ensure activities are delivered on time, within budget, and in accordance with Palladium policies, client requirements and applicable Indonesian regulations

The role contributes to business development activities, learning and applying technical expertise to project delivery, and demonstrating excellent relationship building and communication skills. Adapting to dynamic environments and situations to realise results and deliver on-time and on-budget in any context is a critical component of this role.

Our key areas of work include:

- Infrastructure
- Climate change and nature-based solutions
- Economic and human development
- International and humanitarian aid and logistics
- Education, employment and skills

Working with children

Is this position likely to come into contact with children?

☐ Yes

☒ No

Primary Responsibilities

The primary responsibilities of the Associate can be broadly described as follows:

Project Delivery and Coordination

- Support the Project Manager in the mobilisation, implementation, monitoring, reporting and close-out of assigned projects. Support the delivery of complex/challenging projects and deliver some components of the project lifecycle, with supervision.
- Maintain project workplans, action logs, deliverable trackers, risk registers and project calendars to support effective project management.
- Understand Palladium's project accounting principles and project financial reporting, maintain oversight of project spend against budget, prepare and process payments for vendors and suppliers, and accurately upload forecasts.
- Monitor implementation progress and proactively identify delays, risks or issues requiring escalation.
- Assist in the preparation of project reports, presentations, briefing materials and other deliverables for internal and external stakeholders.
- Contribute to continuous improvement initiatives that strengthen project delivery, efficiency and value for money.
- Understand the implications of project risks and support their identification, management and mitigation.
- Identify contract issues and support their timely resolution.
- Contribute to the research and preparation of capability statements, policy and program approaches.
- Understand how innovation and technology shape the way we work and make suggestions on how we might change our approach to better utilise data and technology within BD, project design and delivery.

Project Administration, Systems and Records

- Maintain accurate and up-to-date project records, documentation and filing systems.
- Ensure project data is accurately maintained in corporate systems and databases.
- Support document control processes and maintain audit-ready records.
- Assist project teams to understand and comply with project processes, systems, tools and templates.
- Support onboarding and induction activities for project personnel, consultants and short-term advisers.

Financial, Procurement and Contracting Support

- Support project financial management activities including budget monitoring, expenditure tracking, forecasting inputs and financial reporting.
- Prepare and process invoices, payment requests and supporting documentation in accordance with company policies and client requirements.
- Assist with consultant, supplier and partner contracting processes, including preparation of terms of reference and contract documentation.
- Support procurement planning and procurement activities to ensure timely and compliant acquisition of goods and services.
- Maintain procurement and contract tracking systems and follow up outstanding actions.
- Support project asset management processes where relevant.

Compliance, Risk and Operational Support

- Support compliance with Palladium policies, client requirements, safeguarding obligations and applicable Indonesian regulations.

- Support safeguarding, integrity, fraud control and risk management requirements in accordance with Palladium policies and client obligations.
- Assist in conducting due diligence, compliance reviews and project assurance activities.
- Maintain project compliance trackers and support timely completion of mandatory requirements.
- Support the identification, monitoring and escalation of operational, financial, contractual and compliance risks.
- Assist with implementation of project-specific policies, procedures and controls.
- Support project teams during audits, reviews and client assurance processes.

Market and Business Development Support

- Support business development activities through research, market analysis, partner mapping and information gathering.
- Contribute to the preparation of proposals, capability statements, presentations and other business development materials.
- Conduct research on clients, markets, suppliers, partners and operating environments and synthesise findings for decision-makers.
- Support proposal coordination activities, including document management and compliance checking.
- Assist in identifying opportunities that align with Palladium's strategic priorities in Indonesia and the wider region.

Relationships, Communication and Professional Development

- Build and maintain effective working relationships with colleagues, project teams, clients, consultants, suppliers and other stakeholders.
- Support communication and coordination between project teams and corporate services functions including finance, contracts, compliance, HR and operations.
- Demonstrate professionalism, collaboration and commitment to Palladium's values and behaviours.
- Contribute to a safe, inclusive, equitable and respectful workplace.
- Support knowledge sharing, mentoring and onboarding of new team members where appropriate.
- Actively pursue professional development opportunities and seek regular feedback to strengthen capability and performance.

Reporting Requirements

The primary reporting line will be aligned with the organisation structure of the team, currently this is the Corporate Project Manager. Reporting requirements may include but are not limited to:

- Attendance at team meetings, other requested meetings and regional meetings (e.g. townhalls).
- Attendance at project, team, corporate and regional meetings.
- Regular (minimum of monthly) one to one meetings with your line manager on the status of personal Key Result Areas (KRAs), career development discussions and any other matters
- Timely reporting on assigned deliverables, activities, risks and issues.
- Escalation of matters requiring management attention or approval.

Relationships

The role works closely with:

- Project Manager

- Project Directors and Team Leaders
- Project team members
- Corporate Services teams
- Finance, HR, Contracts and Compliance teams
- Consultants, suppliers and service providers
- Implementing partners and stakeholders
- Client representatives and government counterparts, as required

Authority Levels

The role operates with a moderate degree of autonomy in coordinating assigned activities and managing routine project administration functions.

The position is expected to exercise sound judgement within established policies, procedures and delegated authority limits and to escalate matters appropriately.

The role does not hold delegated authority to:

- Approve expenditure;
- Enter into contractual commitments on behalf of Palladium;
- Commit Palladium to changes in scope, budget or contractual obligations;
- Make employment, legal or compliance decisions.

Work Arrangements

Palladium encourages flexible work practices to enhance wellbeing, productivity and team culture. For this role, employees are expected to maintain an in-office presence for the majority of their working week. For example, an employee working five days per week is expected to spend at least three days working from the office.

Qualifications and Experience Required

- Tertiary qualifications in a relevant discipline or an equivalent combination of education and professional experience.
- Relevant experience in project coordination, administration, operations, procurement, compliance or project support functions.
- Experience working in consulting, international development, donor-funded programs or project management environments is desirable.
- Exposure to procurement, contracting, financial administration and project reporting processes.
- Professional fluency in Bahasa Indonesia (written and spoken) is essential, together with strong written and verbal communication skills in English.
- Strong organisational, planning and coordination skills, with excellent attention to detail and the ability to manage multiple competing priorities in a fast-paced environment.
- Strong analytical and problem-solving skills.
- Financial and commercial awareness, including strong proficiency in Microsoft Excel.
- Ability to build productive relationships and work effectively with diverse stakeholders.
- Experience working within multicultural environments.

- Demonstrated commitment to equity, diversity and inclusion, particularly within multicultural workplaces.
- Flexibility to undertake travel throughout Indonesia and, where required, to other locations across the APAC region.

Core Capabilities

Palladium's Core Capability Framework outlines the standard of performance and behaviours expected at each level within the organisation. It also provides a benchmark for assessing areas of potential strength as well as the identification of potential skill gaps or areas for development and improvement.

The Capability Framework forms the basis of how we recruit, how we lead and the behaviours we exhibit, how we manage performance excellence and develop our future workforce.

Our capabilities link to a number of other processes, policies and guidelines including:

- Performance management/ performance excellence - setting and maintaining standards and helping employees excel and develop
- Career Pathways including our Career Progression Framework
- Organisational design – identifying any skills gaps, outlining job roles and responsibilities
- Development, growth, learning, and training
- Sustainable business – going beyond compliance to ensure sustainable and ethical considerations are woven throughout everything we do. This aligns equity, diversity and inclusion; safeguarding; and environmental objectives

Equity, Diversity & Inclusion

Palladium is committed to embedding equity, diversity and inclusion across all activities. We promote a diverse and inclusive workforce and ensure all applicants and employees are treated fairly and equally, regardless of background or personal characteristics. We encourage applications from all individuals and provide reasonable adjustments or accommodations where required.

Safeguarding

Palladium maintains a zero-tolerance approach to all forms of harm, including sexual exploitation, abuse, harassment, child abuse, and human trafficking. We are committed to protecting our people, partners, and communities and ensuring safe and respectful environments. All personnel are expected to uphold safeguarding standards, with successful candidates subject to enhanced screening, including safeguarding-focused assessments and due diligence, in line with Palladium's Code of Conduct and safeguarding policies.