

## Open Position for Academic and Knowledge Management Officer in RDI (Bandung-based)

RDI is looking for an Academic and Knowledge Management Officer to join our team.

### Qualifications:

- Bachelor's or master's degree with 1-3 years of relevant experience.
- Educational background in international relations, development studies, social sciences, or other related fields.
- Good communication skills in Bahasa Indonesia and English will be essential for maintaining positive relationships with team members, partners, and stakeholders.
- Excellent academic writing skills, both in Indonesian and English.
- Good proficiency and command in publishing and editorial work.
- Experienced in reviewing and proofreading various written outputs, including project reports, research articles, policy briefs, and related documents.
- Experience or high interest in research and theory on sustainable and resilience studies.
- Good understanding of knowledge management systems, monitoring and evaluation, as well as RDI's main flagships (information available on our website).
- TOEFL score of a minimum of 600 or IELTS score of a minimum of 7 or equivalent.

### Responsibilities:

- Responsible for writing and supporting academic writing management on sustainable and resilience development studies.
- Managing the academic writing plan for RDI.
- Ensuring that the writing deliverables from research and consultancy projects are of high quality and can be produced promptly.
- If accepted, willing to work offline (WFO) in Bandung.

### Additional Information:

This position is based in Bandung. The salary range is IDR 5-7 million/month and will be determined based on the officer's educational background and years of relevant experience. Successful candidates will be contracted for 6 months, from July to December 2026, with the possibility of an extension subject to project funding.

### Application Process:

Please send your CV, motivation letter (detailing your qualifications and reasons for applying to RDI), academic transcript, graduation certificate (or relevant statement letter), any English test score certificate, and Academic Writing portfolio. Applicants are also encouraged to include examples or portfolios demonstrating experience with relevant research methods, data analysis, or policy work.

Combine all documents into one PDF file. Applicants who do not combine the files as specified will be immediately disqualified. Send your application to:

<https://bit.ly/AcadOfficerJune2026>

No later than **Tuesday, 30 June 2026, at 15.00 WIB (Western Indonesia Time)**.

**Only selected candidates will be contacted for the next selection process!**

**We will consider your application and only contact you if you are selected for the next phase of our recruitment process.**

For further inquiries, please contact:

**Vidya Trisandini Azzizi**

Email: [vidya.azzizi@rdi.or.id](mailto:vidya.azzizi@rdi.or.id)

Information about RDI can be found at <https://rdiglobal.org/>