



**Assistant Program Officer, Asia - (Job #1888)**

National Endowment for Democracy (NED)  
Washington, D.C.

The National Endowment for Democracy (NED) a congressionally funded, private, nonprofit grant making organization that works to support freedom around the world, seeks an Assistant Program Officer for Asia with a focus on Southeast Asia. This position is based in Washington, D.C.

**Position Summary:**

The Assistant Program Officer will assist with management, administration, monitoring, assessment, and development of grant programs in Southeast Asia, primarily in Malaysia, Burma, Indonesia, and Cambodia, as well as initiatives to promote democratic unity and cooperation in the Asia region.

**Responsibilities:**

- Assist in the evaluation of project proposals;
- Draft proposals to present at quarterly Board meetings;
- Monitor and provide compliance assistance to grantees;
- Track political developments in Asia;
- Provide administrative support for Asia regional initiatives;
- Travel to the region as needed.

**Qualifications:**

- **Knowledge/Experience:**
  - Bachelor's degree in International Affairs, Political Science, International Development, History or a related discipline is required; Master's degree preferred.
  - 2+ years of experience in democracy-related projects; in-country experience is an advantage.
- **Other Qualifications:**
  - In-depth understanding of political issues and trends in Southeast Asia;
  - Fluency in written and spoken English is required; fluency in a Southeast Asian language is preferred;
  - Authorized to work in the United States.
- **Competencies:**
  - Excellent interpersonal skills in multi-ethnic, multi-national environment;
  - Excellent verbal, written and interpersonal communication skills;
  - High degree of organization and initiative;
  - Demonstrated ability to work independently as well as in a team.

**To Apply:**

Candidates must include a cover letter, resume, completed [NED employment application](#), salary history with requirements, and contact information for three professional references. Please send to [jobs@ned.org](mailto:jobs@ned.org), with **Job #1888 – APO, Asia and YOUR NAME** in the subject line. The NED is an Equal Opportunity Employer. For more information, please visit our website at [www.ned.org](http://www.ned.org). Please, no phone call inquiries.