

## **Stepanus Igo kewa, A.Md. A.B**

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### **Short Profile**

Stepanus Igo Kewa, A.Md. A.B. holds an Associate Degree in Business Administration from Jakarta State Polytechnic. He currently serves as Administrative Staff at IJRS. He is frequently involved in program operations as an administrator. Some of the key programs he has managed include: Managing the Activities and Administration of the "Bridging Fund for Implementation of Supporting Legal Reform to Improve Access to Justice for Victims of Crime, Including Vulnerable Communities under DFAT-AIPJ3 (2025-2026)" program, and the "Type III Self-Managed Procurement for Data Collection in the Preparation of the Legal Development Index for Fiscal Year 2025" program, among others.

### **Current Position**

Administration Staff

### **Education**

1. Business Administration Associate Degree (D3) from Politeknik Negeri Jakarta (graduated in 2022)

### **Past IJRS's Programs**

1. Administrator for management of program on drafting of guideline for adjudicating and sentencing narcotics offenses with the Supreme Court of the Republic of Indonesia (2022-2023)
2. Involved in preparation of several Institutional SOP of IJRS, such as SOP on code of ethics, SOP on Fraud and Anti-Bribery, and SOP on Conflict of Interest (COI) (2023)
3. Involved in the endowment saving fund plan of IJRS (Investment) (2023)
4. Committee for the launching of guideline of the prosecutor's office number 2 of 2023 and improvement of rights of persons with disabilities in justice process (2023)

5. Administrator for management of ALG program relating to role of legal empowerment by community in reinforcing access to justice for women undergoing legal issues in Jakarta and Yogyakarta (2022-2023)
6. Committee for ALG National Consultation Meeting (2023)
7. Administrator for management of NCHR's program relating to legal needs of vulnerable groups (2022)
8. Administrator for management of UN Women's program relating to conditions of access to justice for women and women from vulnerable groups during Covid-19 in Indonesia (2022)
9. Involved in preparation of institutional SOP of IJRS and Institutional Decrees (2022)
10. Involved in preparation of institutional audit for IJRS's annual report (2022)
11. Administrator for management of Rutgers's program relating to proposal for amending criminal procedural law in RKUHAP for persons with disabilities (2022)
12. Involved in managing the OGI Week 2023 event
13. Management of the Internalization Activities of the Supreme Court Working Group (2023)
14. Management of the National Consultation Meeting and Dissemination of Legal Empowerment under the ALG Program (2023)
15. Served as an administrator in managing the AIPJ2 Year 2 program related to the "Implementation and Monitoring of Gender Equality and Non-Discrimination Principles in the Attorney General's Office (AGO) and Supreme Court (SC)" (2023-2024)
16. Served as an administrator in managing the NCHR program related to the "Legal Aid to Vulnerable Groups in Indonesia Project 2023" (2023-2024)
17. Served as an administrator in managing the UNODC program related to Restorative Justice Assessment (2023-2024)
18. Served as an administrator in managing The Asia Foundation (TAF) program with AIPJ related to the Impact Assessment of the Ratification of the Draft Criminal Code (RKUHP) on Reducing Prison Population and Enhancing Legal Assistance Capacity in Drug Cases (2022-2024)
19. Served as an administrator in managing the CRM program related to drafting an academic paper on anti-discrimination legislation (2022-2024)
20. Served as an administrator in managing the Legal Empowerment Fund (LEF) program (2023-2025)
21. Involved in the development of SOPs such as Fraud, Anti-Bribery, and Conflict of Interest
22. Committee member for the Shelebrate event in the pre-celebration of 16HKTP
23. Management of the AIPJ2 CRJ Program activities related to the Cost of Justice
24. Involved in managing the side event of the High-Level Forum on Multi-Stakeholder Partnership (2024)
25. Managed several workshops and disseminations such as Cost of Justice, the Public Seminar on the Victim Trust Fund, Legal Empowerment Workshops, and the EU OGP Transition Workshop
26. Participated in the Attorney General's Office Seminar on Money Laundering, OGI Week 2024, and the Public Consultation on PERMA for Narcotics Cases

27. Acted as Program Administrator for the "Victims Trust Fund" and the "Monitoring and Evaluation of Supreme Court Regulation (PERMA) No. 1 of 2020 on Corruption Crimes" programs (2023–Present).
28. Managed the development program for the draft of the Comprehensive Anti-Discrimination Bill (2025).
29. Directed program activities and budget planning for the Draft Government Regulation on Prosecutor Personnel Management (2025).
30. Managed program activities and budget drafting for the Job Analysis, Workload Analysis, and Job Evaluation within the Civil and State Administrative Law Sector (2025).
31. Administered activities and operational tasks for the "Bridging Fund for Implementation of Supporting Legal Reform to Improve Access to Justice for Victims of Crime, Including Vulnerable Communities under DFAT-AIPJ3" program (2025–2026).
32. Managed event management for the Civil Society Advocacy on the Reform of the Criminal Procedure Code (KUHAP), funded by the Kurawal Foundation (2025).
33. Managed activities and administration for the "Type III Self-Managed Procurement for Data Collection in the Preparation of the Legal Development Index for Fiscal Year 2025" program.

### **Current IJRS's Programs**

1. Administered program activities and administration for the Data Collection Procurement in the Preparation of the Legal Development Index for Fiscal Year 2026.
2. Managed activities and administrative assistance for the Inter-Ministerial Committee (PAK) and harmonization processes regarding the Draft Presidential Regulation on the National Policy for the Eradication of Sexual Violence Crimes (2026).

### **Key Achievements**

1. **Developed and launched a dynamic, cross-platform (web and mobile) digital system** to integrate and streamline the organization's core operational and administrative activities.
2. **Automated internal data entry processes**, centralizing employee timesheets (for payroll), leave/day-off requests, internal reimbursements, and financial/administrative tracking for all active programs.
3. **Designed real-time management dashboards and reporting tools** to visualize inputted data, providing management with actionable insights into institutional and individual project distribution, employee workloads, and attendance records.