



Partnership for Governance Reform in Indonesia

I. Position Information

Post Title : Consultant Programme Admin Assistant
Duration of contract : 3 Months
Supervisor : Finance and Grants Officer

II. Program and Organizational Context

KEMITRAAN is an organization that focuses on governance issues and has been involved in advocating to improve Indonesia's environmental policies, including issues related to climate change and the achievement of the Indonesia National Determined Contribution (NDC) to reduce GHG emissions by 26% with the BAU scheme and 41% with international support. In the assistance provided in terms of handling climate change issues, the Partnership cooperates with central and local governments as well as the involvement of partners in carrying out activities related to climate change mitigation and adaptation actions.

KEMITRAAN as a non-governmental organization that has long been involved in the process of supporting the Indonesian National Government in controlling climate change and climate change impact has now been selected as a National Implementing Entity (NIE) for the Adaptation Fund. Currently, KEMITRAAN is mandated to manage 6 Project Adaptation Funds with intervention areas located in coastal areas, watersheds, and urban centers (Rural and Urban) that are affected by climate change. KEMITRAAN will support the affected local communities and stakeholders by assisting in mitigation and adaptation to climate change.

In order to run this program, KEMITRAAN is looking for a Programme Admin Assistant. Under the direct supervision of the Finance officer and the guidance of the Program Manager, the Programme Admin Assistant is primarily responsible for supporting the implementation of administration and financial operational strategies and complies with the processes and procedures of KEMITRAAN and donors.

III. Functions and Key Results Expected

Summary of Key Functions

1. Administration and implementation of the programme operational strategies
2. Administration of report, correspondence and related documents
3. Management of travel and meeting arrangements
4. Procurement and logistical services
5. Implementation of financial operational strategies
6. Payment, receiving and petty cash management
7. Update the Project Tracking System and project proposal activity

1. Ensures administration and implementation of the programme operational strategies focusing on achievement of following results:

- Full compliance of administration and procurement activities with the Partnership's policies and standard operating procedures, proper functioning of a client-oriented general administration services
- Arranges appointments and maintains calendar of project activities and responds to routine inquiries
- Maintains leave monitoring and daily attendance records for all programme staff (PMU-HO)

2. Ensures administration of reports, correspondence and related document focusing on the achievement of the following results:
 - ❑ Maintains, logs, files and updates all program related administrative records, this will include, but not limited to, reports of consultants, advisors, and or media campaign material produced by the project. This task also involves the provision of the necessary documentation and produced materials for unanticipated exhibitions where the cluster participates
 - ❑ Establishes and maintains a coherent filing system for the programme as a whole and an up-to-date list of contact addresses and other record systems where necessary
 - ❑ Drafts correspondence, minute of meetings, and reports form plain copy, corrected copy, forms, handwritten or rough draft material and printed matter. The distribution of minutes of meeting, both occasional and periodical to all cluster members, and to be followed up for trouble shooting and feedback. Collects data and assists preparation of reporting
3. Ensures management of travel and meeting arrangement focusing on the achievement of the following results:
 - ❑ Organizes meetings, workshops and training sessions
 - ❑ Organizes travel arrangement and assists in compiling expenses travel reports
 - ❑ Prepares budget for meetings, collects the quotation from respective vendors for logistical support
 - ❑ Monthly log book of travel arrangement that will produce report on travel expenditure (i.e airfare ticket, DSA, and others travel related expenses)
 - ❑ Liaise with appointed travel agent on follow up of cancelled ticket and its refund.
4. Ensures the procurement and logistical services focusing on the achievement of following results:
 - ❑ Monitors office and equipment supplies for the project
 - ❑ Participates in the preparation of procurement plans and processes for the project
 - ❑ Participates in the process of procurement of goods and services including opening bids/quotations and evaluation in full compliance with the Partnership's rules and regulations
 - ❑ Preparation of purchase requisition and assistance in purchase order creation
 - ❑ Maintain records on equipment, and act as focal point for asset safeguarding
5. Ensures support of implementation of financial operational strategies, adapts processes and procedures focusing on the achievement of following results:
 - ❑ Full compliance with the Partnership's rules and regulation of financial processes, financial records and reports and audit follow up, implementation of the effective internal control framework
 - ❑ Update status of office cost expenditures incurred by existing staff within the cluster
6. Ensures effective support of project financial transaction focusing on achievement of the following results:
 - ❑ Checks and verifies all incoming invoices or request or payment and follow up with relevant parties on incomplete or inappropriate documentations
 - ❑ Prepares of request for payment and monitors status to ensure payments are done in timely manner
 - ❑ Proactively follow up on pending payments for vendors, grantees or other parties
7. Ensure the project information update in the Project Tracking System that meets the PME Unit's requirement:
 - ❑ Update the projects data information in the Project Tracking System
 - ❑ Update data filing and filling in the Project Tracking System
 - ❑ Fill the project proposal activity's SEG Unit in the Project Tracking System

IV. Impact of Results	
The key results have an impact on the overall execution of the Partnerships administrative and financial transaction and success in implementation of operational strategies. The Project Assistant will be able to provide administration service to the whole cluster member, and in the same time able to work with partners in grant administration	
V. Deliverables	
<ol style="list-style-type: none"> 1. Timesheet 2. Administration and Financial Documents 	
VI. Competencies	
<p>Corporate Responsibility & teamwork:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Serves and promotes the vision, mission, values, and strategic goals of the Partnership <input type="checkbox"/> Plans, prioritizes, and delivers tasks on time <input type="checkbox"/> Participates effectively in a team-based, information-sharing environment, collaborating and cooperating with others <p>People Skills:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Sets clear performance goals and standards; executes responsibilities accordingly <input type="checkbox"/> Recognizes and responds appropriately to the ideas, interests, and concerns of others <p>Partnering & Networking:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Seeks and applies knowledge, information, and best practices from within and outside the Partnership <p>Communication:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Demonstrates effective written and oral communication skills <input type="checkbox"/> Demonstrates good facilitation skills <p>Job Knowledge & Expertise</p> <ul style="list-style-type: none"> <input type="checkbox"/> Executes day-to-day tasks systematically & efficiently <input type="checkbox"/> Uses Information Technology effectively as a tool and resource <input type="checkbox"/> Is motivated & demonstrates a capacity to pursue personal development & learn 	
VII. Recruitment Qualifications	
Education and Skill:	Minimum D3 in Accounting, Business or Public Administration, or other major with relevant working experiences in the financial and administrative nature of works.
Experience:	Have good knowledge and relevant experience (two years at the minimum) in financial and administrative matters
Language Requirements:	Fluency in English and Bahasa Indonesia
VIII. Signatures- Job Description Certification	
Incumbent <i>(if applicable)</i>	
Name	Signature
Supervisor	Date

Name	Signature	Date
Chief of Cluster		
Name	Signature	Date