



Terms of Reference Template for Regular Staff Recruitment

I. Position Information

Job code title : Admin and Finance Assistant – RBP FCPF Communities (4 positions)
 Pre-classified Grade : -
 Duration of contract : 12 months
 Supervisor : Finance & Admin Officer

II. Organizational Context

The East Kalimantan Jurisdictional Emissions Reduction Program (ER Program) is a national project to reduce deforestation and forest degradation. This program covers 12.7 million ha of East Kalimantan Province of which 6.5 million ha (54%) is still covered by tropical rainforests which are home to a wealth of globally significant biodiversity, and that support indigenous and other local communities.

The ER Program supports a combination of enabling conditions and promotion of sustainable management practices to address the underlying drivers of emissions. As much as 86.3 million tCO₂e of (gross) emission will be reduced over a five and a half-year period (2019-2024) by this ER Program. The Accounting Area for the ER Program covers the entire boundary of the East Kalimantan Province, covering seven districts and three cities, 103 sub-districts, and 1,032 villages (BPS, 2017), and is not only limited to the state forest in the East Kalimantan Province.

The ER Program is implemented by all beneficiaries with the Ministry of Environment and Forestry (MoEF) and the East Kalimantan Provincial Government as the responsible bodies for managing the proposed ER Program. Relevant agencies in the central, provincial, districts and village governments will be involved in the project implementation following the directions of the MoEF and East Kalimantan Provincial Government. Private sectors, as well as local and adat communities within the East Kalimantan Province jurisdiction will also implement the ER Program according to the specific roles and responsibilities agreed and written in the Emissions Reduction Program Document (ERPD). The non-government institutions will be involved and become the government's partners in implementing the ER Program. The mechanism in distributing the ER Program benefit to each beneficiary is described in Benefit Sharing Plan (BSP) document.

Government of Indonesia has received the first payment for ERP in 2022 and the funds will be managed through BPD LH (Indonesian Environmental Fund). The ER Payments to National and Local Government would be channeled through the state budget mechanism (APBN and APBD) while the ER Payments to Local Communities will be directly channeled through Intermediary Agency (Lemtara) after the Payments are disbursed by The Indonesian Environment Fund (BPD LH/IEF).

The Partnership for Governance Reform (KEMITRAAN), which has been accredited as intermediary agency/Lemtara of BPD LH, was selected and appointed as the *Lemtara* by East Kalimantan Government for preparing the implementation of ER program and channeling the ER payments to eligible communities/villages beneficiaries.

The objectives of the project are:

Objective 1. *Facilitating the readiness of village/community groups beneficiaries and improving their capacity to develop viable community-driven proposals and reporting that are in line with FCPF ERPD's objective*

Objective 2. *Facilitating the disbursement of ER Payments/Funds to eligible Village/Community groups that have meet the criteria and requirements of ERP benefits channeling.*

In ensuring effective implementation of the Project, KEMITRAAN therefore is seeking for a potential Admin and Finance Assistant that is capable to help with the technical implementation of the project.

The Admin and Finance Assistant will report to Finance and Admin Officer and work closely with Project Coordinator, Project Officer, Finance & Grant Officers, Procurement Officer, Monitoring, Evaluation and Learning Manager, Monitoring, Evaluation and Learning Officer, Consultants /Experts, and other staffs within KEMITRAAN's office.

III. Functions / Key Results Expected

Summary of Key Functions:

- Administration and implementation of the project activities
- Administration of reports, correspondence and related documents
- Management of travel and meeting arrangement
- Procurement and logistical services
- Support to administration of budgets and cost-recovery system
- Payment, receiving and bank account management
- Provide financial monitoring and reporting of activities on a monthly, quarterly and yearly basis

1. Ensures **administration and implementation of the project activities** focusing on achievement of the following results:
 - Full compliance of administration and procurement activities with the Partnerships and donor'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;
2. Ensures **administration of reports, correspondence and related documents** focusing on the achievement of the following results:
 - Maintains, logs, files and updates all program related administrative records;
 - Establishes and maintains a coherent filing system for the project as a whole and an up-to-date list of contact addresses and other record systems where necessary;
 - Drafts correspondence, minutes of meetings, and reports from plain copy, corrected copy, forms, handwritten or rough draft material and printed matter;
 - Collect data (including files of project documents), expert reports, ensure general circulation of documents and assist 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 travel expense reports.
4. Ensures the **procurement and logistical services** focusing on the achievement of the following results :
 - Monitors office and equipment supplies for the project;
 - Participation in the process of procurement of goods and services including opening bids/quotations and evaluations in full compliance with the Partnership rules and regulations.
 - Preparation of purchase requisition and assistance in purchase order creation

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| <p>5. Ensures administration of budgets and management of project cash-flow focusing on achievement of the following results:</p> <ul style="list-style-type: none"> • Assist the Finance and Admin Officer, Project Officer and Team Leader for budget preparation and cash-flow projection for monthly, quarterly and annual work plan • All approved budget are properly recorded and entered into the financial system and update regularly any budget revision on the system; • interact/consultation with Finance Unit at the head office on fund transfer |
| <p>6. Ensures effective support of project financial transaction focusing on achievement of the following results:</p> <ul style="list-style-type: none"> • Check and verify all incoming invoices or request for payment and follow up with relevant parties on incomplete or inappropriate documentations • Preparation of request for payment and monitor the status to ensure payments are done on timely manner • Proactively follow up on pending payment for vendors, grantees or other parties. |
| <p>7. Ensures proper financial monitoring, recording and reporting, focusing on achievement of the following results:</p> <ul style="list-style-type: none"> • Consolidation of data and reports from various sources for consolidated reporting • Assist the Finance and Admin Officer, Project Officer and Team Leader in preparing financial reports and produce project financial report as per required on timely manner; • Proper filing of all financial documents; • interact with Finance unit at the head office to verify financial report and budget revisions as well as contribute in preparing the periodic financial reports as required by the head office. |

IV. Impact of Results

The key results have an impact on the overall execution of the Partnership administrative and financial transaction and success in implementation of operational strategies on the following areas:

1. Accurate administration and presentation of financial data transaction
2. Accurate and timely information on financial status



Competencies
<p>Corporate Responsibility & teamwork:</p> <ul style="list-style-type: none"> Serves and promotes the vision, mission, values, and strategic goals of the Partnership Plans, prioritizes, and delivers tasks on time <p>People Skills:</p> <ul style="list-style-type: none"> Sets clear performance goals and standards; executes responsibilities accordingly <p>Partnering & Networking:</p> <ul style="list-style-type: none"> Seeks and applies knowledge, information, and best practices from within and outside the Partnership <p>Results-Orientation:</p> <ul style="list-style-type: none"> Plans and produces quality results to meet established goals <p>Innovation & Judgment</p> <ul style="list-style-type: none"> Strives for quality client-centered services (internal/external) <p>Communication:</p> <ul style="list-style-type: none"> Demonstrates effective written and oral communication skills <p>Job Knowledge & Expertise</p> <ul style="list-style-type: none"> Executes day-to-day tasks systematically & efficiently Uses Information Technology effectively as a tool and resource

VI. Recruitment Qualifications	
Education:	Minimum Diploma III (three) in administration, finance, economics, accountancy, management or other relevant fields
Experience:	3 (three) years working experiences with a minimum 2 (two) years experiences in the field of development assistance; including specific experience in public administration issues (experience in the international CSO/NGO is preferred).
Language Requirements:	Fluency in written and spoken English and Bahasa Indonesia

VII. Signatures- Job Description Certification		
Incumbent <i>(if applicable)</i>		
Name	Signature	Date
Supervisor		
Name Dadang Hilman	Signature	Date
Chief Division/Section		
Name	Signature	Date