

CBM's Indonesia Country Office in Jakarta is now accepting applications for an

Office Manager

Location: Jakarta

Contract Duration: Permanent

Contract Start: July 2013

CBM is an international development organisation whose primary purpose is to improve the quality of life of the world's poorest persons with disabilities and those at risk of disability. CBM works with partner organisations in low income countries to develop and ensure that persons with disabilities and their families have ready access to affordable and comprehensive health care and rehabilitation programmes, quality education programmes and livelihood opportunities. Working with persons with disabilities, CBM advocates for their inclusion in all aspects of society, and for the inclusion of disability in international cooperation.

Position Summary

Reporting to the Country Director, the Office Manager will manage the administrative and financial operations of the CBM Indonesia Country Office. He or she will review, develop and implement administrative policies and systems; ensure the timely provision of logistical support to CO staff and, as necessary, to programme activities; and oversee the effective functioning of the CO's financial systems. The job holder will also be responsible for human resource management, and will supervise finance and support staff.

Key Responsibilities

1. General Administration
 - a. Coordinate official correspondence with Government of Indonesia and other stakeholders as required.
 - b. Ensure timely renewal and efficient record-keeping of office and business registrations, rental contracts and insurance coverage (including vehicles).
 - c. Ensure proper usage, maintenance and documentation of office equipment and facilities.
 - d. Conduct an annual check of the inventory of properties; coordinate with the Finance Officer to reconcile inventory with accounts.
 - e. Coordinate the timely procurement of required supplies and services including air tickets, visa arrangements, hotel bookings and so on for CBM staff, advisors and guests.
 - f. Maintain the administrative filing system (both hard copy and server) in coordination with the Programme Team as required.
 - g. Provide administrative support to expatriate colleagues on visa and residency issues.
 - h. Update bi-monthly activity and travel schedule in coordination with others as required.
 - i. Ensure that phone calls, visitors, and mails are properly attended.
2. Finance Administration and Petty Cash Fund Management
 - a. Ensure adherence to CBM financial policies and procedures by all staff.
 - b. Prepare the annual personnel and operations budget, in close consultation with the Country Director and Finance Officer.
 - c. Provide inputs to budgeting for programme activities, as requested.
 - d. Ensure compliance with Indonesian government regulatory requirements and other applicable laws.
 - e. Manage the Petty Cash Fund (PCF); review claims for reimbursements out of the PCF, ensuring proper documentation; disburse payments according to existing guidelines; submit liquidation reports in a timely manner; ensure proper safekeeping of the PCF

3. HR Management and Related Tasks

- a. Develop or update terms of references for employees, consultants and contractors in consultation with others as appropriate.
- b. Manage the recruitment process, including placement of job advertisements, screening job applications, arranging for interviews and coordinating with candidates as needed.
- c. Prepare employment contracts or consultancy agreements according to terms of references and the Indonesian Labour Law.
- d. Register new employees with the relevant agencies and coordinate issues related to benefits of new and existing employees.
- e. Implement the annual performance appraisal system in coordination with the Country Director and Programme Manager; coordinate the implementation of personnel improvement plans.
- f. Ensure attendance sheets and all absences including leave are up-to-date and accurately recorded.
- g. Ensure completion of employment separation procedures and coordinate with the Finance Officer on final payments of salaries and other benefits.
- h. Coordinate safety and security training and management, including the development of SOPs.
- i. Maintain and update reports on personnel statistics and staff training and development; coordinate with the CBM Regional Office in Manila on related matters
- j. Handle the proper updating and safekeeping of individual personnel files, ensuring confidentiality of records and information.
- k. Provide effective supervision of the Finance Officer and three support staff.

4. Other Duties

- a. Provide support to the Country Director specific to the administrative requirements of his/her position.
- b. Develop and coordinate the application, implementation, and updating of CBM policies and standards; proactively submit recommendations on possible areas of improvements or on additional systems/policies responsive to evolving needs.
- c. Provide administrative support to special activities including, but not limited to, conferences, workshops, project visits, and other similar activities.
- d. Perform other related duties as required.

Professional Profile

- A degree in business administration, management, financial management, accountancy, or related field
- At least eight years of relevant work experience (preferably in the development or disability sector), three years of which in a management role
- Experience in financial administration

Personal Profile

- High degree of accountability
- Excellent communication skills in both oral and written English and Indonesian
- Excellent organisational and coordination skills
- Team player with a demonstrated ability to motivate people
- Ability to maintain harmonious, professional and respectful relationships with both internal and external parties
- Ability to proactively anticipate any potential issues or risks and submit appropriate recommendations to address them
- High level of professionalism, maturity and integrity when dealing with sensitive information and issues

- Proficiency with MS Office (Word, Excel, PowerPoint and Outlook)
- Willing to work long hours when necessary

The future job holder commits to CBM's Child Protection Policy

CBM encourages people with disabilities to apply for this position

Candidates meeting these qualifications are invited to submit, in English, a meaningful cover letter including CV to recruitment@cbmindonesia.org. Present and expected salary must be indicated. Application deadline is 6 May.

Only short-listed candidates will be notified. Assessments will be held on 14-16 May 2013.

www.cbm.org