

Millennium Challenge Account – Indonesia
Reducing Poverty through Economic Growth



Operations Manager
Green Prosperity Project

Millennium Challenge Account - Indonesia (MCA-Indonesia) is a trustee institution that represents the Government of Indonesia to implement a five-year (2013-2018) Millennium Challenge Corporation's Compact Program, a major pillar of the United States-Indonesia Comprehensive Partnership and the largest single pledge made by the United States to Indonesia to date. MCA-Indonesia has three projects under Compact Program: Green Prosperity (GP), Community-based Health and Nutrition to Reduce Stunting (CHNP) and Procurement Modernization (PM). MCA-Indonesia has been fully operational since April 2013.

MCA – Indonesia is looking for a qualified professional:
Manager, Operations (Green Prosperity Project)

Position Objective:

The Operation Manager will support the Project Director in matters related to financial management, procurement, operational support, project administration, and general services. S/he will ensure that the financial and operational support for the project(s) and it's projects will be smooth and no-disruptive.

The incumbent has overall responsibility for financial and operational management and the administration of the projects(s). S/he will support the Project Director(s) in managing the contract performance of a third-party, including Consultants/Contractors, through performing all legal, financial and administration aspects; planning, budgeting, controlling, monitoring and reporting

Duties and responsibilities:

- Support the Team(s) for all financial management matters related to the program and the projects implementation.
- Ensure that the project(s) adhere to all financial management provisions of the Compact and related documents
 - Manage the preparation of the project budget, on a quarterly basis in coordination with the Team(s), Implementing Entities, consultants and related parties.
 - In coordination with Finance Unit, develop quarterly disbursement requests for funding from MCC
 - Prepare future cash flow requirements for Project for each period, and ensure that all accompanying reports are delivered according to the required schedule.
 - Monitor expenses against budget and analyzing the variance to ensure adequate resources is prepared and control of funds has met. Provide quarterly contract disbursement report and other necessary information to the Project Director in order to track the progress of project
 - Assist in the development of the operating budget for the project
 - Provide inputs, feedbacks and changes on MCA-I's financial management operations manual, known as the Fiscal Accountability Plan (FAP), to ensure its applicability and alignment with the need of the operational of GP Project.

- Monitor and ensure the operation of GP Project compliance with all aspects of the FAP, which include all procedures for financial management operations, sound internal control, designated authority for approval, verification of goods and services received and payment execution.
- Develop and implement effective performance management tool (Executive Information System and Management Accountancy) to monitor and control progress of the project.
- Assist in internal and external audit exercises.
- Ensure that MCC funds are exempt from all taxes as detailed in the Compact Agreement, Program Implementation on Plan, and/or any other agreement associated with the Compact, and assist in obtaining refunds for taxes paid
- Develop and manage the project management accounting reports, including special reports required by the MCA-Indonesia or the Board of Directors and the Government of Indonesia.
- Serve as liaison to the CFO & Finance Team of MCA-Indonesia, Fiscal Agent and any Agencies on financial and operational matters.
- Assist the Project Director and Associate Director(s) in managing the work of Program Management Consultant and related staff and ensure quality of outputs and provide close supervision to them.
- Manage the processing and analysis of project-related expenses and operating expenditure (Opex) to ensure that they are in accordance with the project(s)'s objectives and work plan, approved budget , MCC policies, regulatory framework and statutory requirements
- Manage the administration and financial aspects of the contract and payment of Project Management Consultant, GP Individual Consultants and other third party
- Coordinate with related MCA-Indonesia employees on the accurate and timely reporting of disbursements and commitments.

Procurement

- Ensures that all procurement activities of the project are planned and implemented in accordance with the Procurement Guidelines and procedures
- Prepares, manages and keeps records of all procurement activity of the project, monitors and reports on the progress of this activity.
- Manages the flow of procurement activity to implement the project
- Serves as the primary liaison between the Team with Procurement Director and Procurement Agent on all procurement activities needed by the project and facilitates the smooth interplay between and among all elements of the procurement process.
- Coordinates the procurement functions of the project, with the Procurement Director and the Procurement Agent in implementing the project including identifying initial procurement needs and organizing procurement process.
- Reviews the procurement operations manual and recommends any necessary changes or improvements to ensure it responds to the operational reality of the project.
- Support the project management in maintaining the integrity and confidentiality of the procurement process.
- Facilitates the preparation and submission to the Procurement Agent of necessary procurement documents by th project
- Perfoms other tasks and responsibilities related to procurement as requested by the Project Director

Operation

- Provide guidance for the development and implementation of operations policies, procedures and systems in line with best practices, and ensuring continuous improvement of operational efficiency of the project
- Deal with all operational related activities – Finance, Staffing, Procurement, Information Technology and General Services. Provide assistance in work plans of the project(s) and ensure efficient and effective operational services.
- Assist the Project Director in preparing and coordinating the activities in the work plan which includes preparation of the implementation plan, budget and program activities.
- Oversee and be responsible for coordinating the preparation of periodic reports relating to the project operations that required by the Director
- Provide support to the Project Director and the Team Members :
 - Serve as operational related matters to the project
 - Provide periodic operational effectiveness and efficiency reports
 - Provide guidelines and procedure relative to operations support
- Oversee systems and internal controls to effectively and efficiently plan, track and monitor the project financial transactions and assets
- Perform other operational-related tasks and special projects as assigned by the Project Director and Associate Directors(s).

Requirement:

1. Education, experience and technical competencies:

- Degree or equivalent in Accounting or Finance, Business Administration; Certified Public Accountant (CPA) or Management Accountant is an advantage.
- Approximately ten (10) years of progressive professional experience, including several years' experience in a financial management position of a project or company having an annual budget of more than \$5 million USD.
- Proven operation and management skills and experience in activities related to financial management.
- Proven ability to oversee and manage the finance and operations of an institution similar to the MCA-Indonesia, preferable with an international organization.
- Ability to support the financial and operational matters of large scales program/projects to ensure that the GP Program will run effectively and efficiently, to achieve the programmatic goals and meet the all compliance requirements.
- Ability to develop complex budgets and execute all related financial transactions.
- Experience in developing and executing financial management systems and processes.
- Preferable having experience developing and/or managing procurements in systems applying international standards.
- Familiarity and/or experience with international donor institutions' operational and procurement guidelines and procedures, particularly those of the US Government or UN, World Bank.
- Familiarity and/or experience working with Government of Indonesia, its line ministries and donor institutions.
- Has strong computer skills and experience with Microsoft Office applications, and ERP (Enterprise Resource Planning) system experience, SAP is desirable.
- Excellent written and verbal communication skills in English and Bahasa Indonesia

2. Personal attributes and competencies:

- Excellent organizational skills and have the creativity and capability to be flexible to respond to changing requirements.

- Excellent coordination, facilitation and negotiation skills.
- Excellent management and supervisory skills.
- Excellent interpersonal and communication skills, and demonstrated the ability to effectively interact and collaborate with people in multidisciplinary teams as well as work across departments, divisions and institutions to ensure smooth implementation of GP Project activities.
- Demonstrated high degree of courtesy, tact and discretion.
- Have high integrity and exercise good judgment.
- Values the continuous improvement and learning, and committed to mentoring and coaching.

Terms and Conditions:

- The appointment will be for a period of one year with the option to renew the term up to three times or until the end of the compact period, subject to satisfactory performance of services.
- We will provide competitive remuneration commensurate with skills and experience.
- The duty station will be at MCA-Indonesia Office in Jakarta, Indonesia with frequent travels to GP Project locations.

Application Process:

- The position will be closed by **March 23, 2015 at 16.00**
- Interested and qualified candidates are invited to send a letter of interest highlighting the suitability for and the potential contribution to the position, a detailed CV and contact details for three referees to recruitment@mca-indonesia.go.id.
- Only shortlisted candidates will be contacted. Please indicate the position in the email subject line.