

### Scope of Work and Qualification of Positions - LANDASAN 2019

| No | Position             | Scope of Work  | Qualification  |
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| 1  | Lead Program Manager | <ul style="list-style-type: none"> <li>• Keeping the overall direction of the LANDASAN program;</li> <li>• Supervise and manage the implementation of LANDASAN program in accordance with the program and operational applicable rules;</li> <li>• Formulate strategies and program development to meet the target of achievements and innovations in accordance with the local context and the rules that apply with all team members;</li> <li>• Formulating strategic recommendations and advocating to Provincial and District government;</li> <li>• Develop strategic discussions intensively with the local government to encourage replication of the program;</li> <li>• Establish communication with development partners or other programs in Papua and West Papua;</li> <li>• Report all the results of LANDASAN Program to BaKTI and together with BaKTI report the results to KOMPAK, DFAT (if necessary) and other development partners;</li> <li>• Coordinate the preparation of technical and financial reports that meet the standard and in accordance with the applicable rules.</li> <li>• Together with KOMPAK, maintain high level engagement with local government.</li> <li>• Promote partnership with other development partners</li> <li>• Produce regular updates to KOMPAK on LANDASAN progress.</li> </ul> | <ul style="list-style-type: none"> <li>• Tertiary qualifications (Master degree is preferred) in economics, public policy, public health, or other fields related to service delivery and sector governance.</li> <li>• A minimum of fifteen-year experience in related of program management in East Indonesia and various international development partners program;</li> <li>• Proven work experience as Team Leader or similar role.</li> <li>• Strong understanding and experience of communication and coordination with various stakeholder and Provincial and District Government.</li> <li>• Strong understanding of Provincial and District Government structure, approach and strategy planning and budgeting.</li> <li>• Strong understanding and experiences of local context of Papua</li> <li>• Proven ability to deliver high quality outputs on time.</li> <li>• Excellent communication skills in Bahasa Indonesia and English and well-developed interpersonal skills.</li> <li>• Self-motivated and able to work with minimum supervision.</li> <li>• Strong capacity to make reporting and high quality output/outcome</li> <li>• Good team player.</li> </ul> |
| 2  | KM Manager           | <ul style="list-style-type: none"> <li>• Ensure the knowledge management activities of KOMPAK – LANDASAN Program are demand oriented and implemented effectively and efficiently to achieve stated goals and objectives</li> </ul>   | <ul style="list-style-type: none"> <li>• A minimum of 7 years experience working in the field of Knowledge Management and/or Communications</li> <li>• Strong analytical abilities, excellent communication, excellent presentation skills and writing skills.</li> </ul>  |

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|  |            | <ul style="list-style-type: none"> <li>• Lead the process of documentation and dissemination of knowledge products and information about the KOMPAK – LANDASAN Program to internal and external audiences including representatives from governments, donor agencies, and private sector organizations, as well as communicating with media</li> <li>• Actively promote replication of good practices and the utilization of knowledge generated from the KOMPAK – LANDASAN Program</li> <li>• Working on the editorial function of articles and others using the existed monitoring and evaluations tools</li> <li>• Provide periodic (monthly, quarterly and annual) activity reports for the Programs</li> <li>• Ensure adherence to financial, procurement and administrative procedures</li> <li>• Maintain good coordination and communications with BaKTI's Communication Unit Manager</li> <li>• Provide relevant information and knowledge management products for BaKTI's Communication and Knowledge Management activities</li> </ul> | <ul style="list-style-type: none"> <li>• Possess and demonstrate excellent communication skills, interpersonal skills, sensitivity, responsiveness, respectful and helpful towards team members, donors and partners.</li> <li>• Excellent written and spoken communication skills in English and Bahasa Indonesia.</li> <li>• Plans, coordinates and organize workload while remaining aware of changing priorities and competing deadlines.</li> <li>• Continuously approaches work with energy and a positive, constructive attitude.</li> <li>• Demonstrates openness to change and ability to manage challenges. Responds positively to critical feedback and differing points of view.</li> <li>• Possess integrity and high ethical standard.</li> <li>• Result-oriented, independent, and willingness to travel.</li> </ul> |
|  | KM Officer | <ul style="list-style-type: none"> <li>• Write articles on best practices and lesson learned in the implementation of the KOMPAK – LANDASAN Program in various form (news, case studies, worksheet) and others using the existed monitoring and evaluations tools</li> <li>• Create knowledge products: organize the development of major products like report, brochures or film; coordinate editing, design and printing of those products, liaise with internal designers, writers, film makers and printing companies</li> <li>• Create social media content and contributing to updating social media through BaKTI social media platforms and mailing lists</li> </ul>   | <ul style="list-style-type: none"> <li>• At least 3 years work experience in the field of public information and communication;</li> <li>• Excellent writing skills;</li> <li>• Sensitive to gender issues;</li> <li>• Demonstrate ability to determine priorities and manage multiple tasks efficiently and effectively, able to cope with changing priorities and work program, and able to manage multiple tasks under pressure;</li> <li>• Demonstrate able to work independently with minimum supervision, while consultative with others;</li> <li>• Demonstrate strong willingness to nurture and maintain positive working relationships with others,</li> </ul>  |

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|   |                  | <ul style="list-style-type: none"> <li>Organize and facilitate knowledge exchange meetings and other internal or external events to disseminate knowledge management</li> <li>Establish and maintain media relation: produce press releases, maintain and develop good relationship with media, carrying out press conferences;</li> <li>Establish and maintain effective working relationships and communication channels with KOMPAK – LANDASAN Program stakeholders and BaKTI Communication Unit to ensure the widest possible dissemination of knowledge products from the program</li> </ul>   | <p>both externally and internally, to achieve common goals of the organization and relevant stakeholders;</p> <ul style="list-style-type: none"> <li>Demonstrate strong interpersonal skills and potentials as a strong team player, able to communicate effectively, and able to work in a team-oriented approach in a diverse group of people.</li> <li>Result-oriented, independent, and willingness to travel.</li> </ul>   |
| 5 | Database Officer | <ul style="list-style-type: none"> <li>Responsible for storing documents on knowledge products, publications, and contacts generated from all activities of KOMPAK – LANDASAN Program into BaKTI’s database system.</li> <li>Ensure accurate and consistent inputting of data received from program activities and partners into BaKTI’s database system.</li> <li>Perform data analysis and produce reports in various formats including graphs, charts etc. as required.</li> <li>Provide regular updates and data analysis as required.</li> <li>Assist in the process of collecting and storing program deliverables and M&amp;E data.</li> <li>Provide technical support to KOMPAK – LANDASAN Program and BaKTI on the specific data required in relation to the different indicators they are monitoring as required.</li> <li>Assist in the process of organizing and facilitating knowledge exchange meetings and other internal or external events to disseminate knowledge management</li> <li>Maintain and further develop the structure or format of the database as required, incorporating ideas from KOMPAK – LANDASAN Program and BaKTI relevant staff</li> </ul> | <ul style="list-style-type: none"> <li>Minimum D3 or S1 graduates from Information Management or social fields</li> <li>Minimum 2 years of experience working in managing database of an institution or program</li> <li>Significant experience analysing data and producing reports</li> <li>Can organize work well, work multi-tasking with a short deadline</li> <li>Results oriented and have good ability to work in teams</li> <li>Sensitive to local culture, adaptable, and flexible</li> <li>Have experience working in a multi-cultural environment</li> <li>Have good and positive communication and interpersonal skills</li> <li>Have good English skills</li> </ul> |

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| 3 | M&E Manager           | <ul style="list-style-type: none"> <li>• Design the Monitoring and Evaluation System for The Program (including the M&amp;E framework, data collection plan, data collection tools, data compilation system, and data presentation)</li> <li>• Supervise and ensuring the M&amp;E System can be operated effectively.</li> <li>• Provide training/coaching to team member for implementing the M&amp;E system and using its tools</li> <li>• Analyse M&amp;E data, track the progress of program and prepare report to provide regular update on progress of program and recommendation for improvement if necessary</li> <li>• Provide (additional) information for KM Division, for potential issues found form M&amp;E data to be developed and processed for knowledge sharing media/events/network</li> </ul> | <ul style="list-style-type: none"> <li>• Tertiary education with at least seven years experiences in M&amp;E or Project Planning</li> <li>• Demonstrates capacity in developing Monitoring and Evaluation System for Project</li> <li>• Demonstrates capacity in data presentation</li> <li>• Demonstrates capacity on provide training/coaching</li> <li>• A minimum three years experiences to lead a team/unit in a project</li> <li>• Ability to work with minimum supervision &amp; willing to travel to project sites and remote areas</li> <li>• Have experience working in Papua and have a good understanding of the Papua context</li> <li>• Excellent communication skills in Bahasa Indonesia and English</li> <li>• Well-developed interpersonal skills;</li> <li>• Good team player</li> </ul> |
|   | M&E Officer (2 Posts) | <ul style="list-style-type: none"> <li>• Ensure the M&amp;E data from field are collected completely and timely</li> <li>• Provide support and respond to the inquiries from field staff related to M&amp;E data collection</li> <li>• Conduct the data cleaning process and follow-up as necessary</li> <li>• Conduct the data treatment before data entry to the system</li> <li>• Conduct the data entry/data recording/data transfer process of collected raw data from field into the system</li> </ul>   | <ul style="list-style-type: none"> <li>• Tertiary education with at least four years experiences in project M&amp;E or project planning</li> <li>• Have a good understanding on Project logical framework and M&amp;E Framework</li> <li>• Have a good competence in spreadsheet application (MS. Excel)</li> <li>• Well-developed interpersonal skills;</li> <li>• Ability to work with minimum supervision &amp; willing to travel to project sites and remote areas</li> <li>• Good team player</li> <li>• Good communication skill (written &amp; spoken) both in English and Bahasa Indonesia</li> </ul>  |

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| 4 | Provincial Coordinator (2 posts) | <ul style="list-style-type: none"> <li>• Manage the implementation of LANDASAN program in respective province, in accordance with work-plan and delivery strategies;</li> <li>• Coordinate the work of all project personnel in the assigned province for optimal synergy in implementing the program</li> <li>• Monitor and identify local needs, project opportunities, and risks, and report it to Management Team for further follow-up;</li> <li>• Establish strong communication and coordination with provincial and district technical team as well as other relevant stakeholders in the province;</li> <li>• Conduct strategic discussions intensively with the local government to maintain engagement and encourage replication of the program;</li> <li>• Provide substantial input to the team in preparation of annual work-plan and monthly or quarterly activity plan.</li> <li>• Supervise district and sub-district teams in project implementation, and act as mentor to the team.</li> <li>• Actively monitor the progress of project implementation in provincial and district level and share the results and findings to Team Leader and M&amp;E division.</li> <li>• Provide substantial inputs to project reports.</li> </ul> | <ul style="list-style-type: none"> <li>• Tertiary education in public policy, education, or other related fields related to service delivery and sector governance.</li> <li>• A minimum of ten-year experience that related to program management in East Indonesia with international donors</li> <li>• Experience in communicating and coordinating with various stakeholders and local (province and/or district) governments, and have strong capacity to conduct advocacy;</li> <li>• Proven work experience as manager for a program or similar position</li> <li>• Understand of local contexts and participatory planning;</li> <li>• Proven ability to deliver high quality outputs on time;</li> <li>• Excellent communication skills in Bahasa Indonesia and well-developed interpersonal skills;</li> <li>• Excellent report writing skills;</li> <li>• Self-motivated and able to work with minimum supervision;</li> <li>• Well-developed interpersonal skills;</li> <li>• Good team player.</li> </ul> |
|   | Health Specialist (2 posts)      | <ul style="list-style-type: none"> <li>• Identify local context situations and develop effective strategies for implementing programs in the health sector to achieve program outputs, outcome and goal;</li> <li>• Coordinate and provide technical support and policy advices on preparation and implementation of health sector's related activities to ensure the quality;</li> </ul>   | <ul style="list-style-type: none"> <li>• Tertiary qualifications (Master degree is preferred) in health, or other fields related to service delivery and sector governance.</li> <li>• A minimum of ten-year experience related to program management in East Indonesia with various donors</li> </ul>   |

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|  |                                | <ul style="list-style-type: none"> <li>• Develop ToR and concepts, modules, tools needed for implementation of health sector related activities;</li> <li>• Establish and maintain good relationship with all stakeholders in health sector, in both provincial and district levels, to advocate adoption or replication of good practices from program implementation;</li> <li>• Provide inputs to the team in preparation of monthly or quarterly activity plan.</li> <li>• Report all the results of his/her works to provincial Coordinator.</li> </ul> | <ul style="list-style-type: none"> <li>• Experience in communicating and coordinating with various stakeholders, including Provincial and District Governments, and have strong capacity to build cooperative relationships with stakeholders in the health sector as well as conduct advocacy;</li> <li>• Strong understanding of the issues of fulfillment of MSS in the health sector, health situation and trends in Papua and West Papua;</li> <li>• Strong understanding of the planning, implementation, monitoring and evaluation of health OPD;</li> <li>• Strong understanding of Provincial and District Government structure, approach and planning and budgeting.</li> <li>• Proven ability to deliver high quality outputs on time.</li> <li>• Excellent communication skills (Indonesian and English)</li> <li>• Good report writing skills;</li> <li>• Self-motivated and able to work with minimum supervision.</li> <li>• Well-developed interpersonal skills;</li> <li>• Good team player.</li> </ul> |
|  | Education Specialist (2 posts) | <ul style="list-style-type: none"> <li>• Identify local context situations and develop effective strategies for implementing programs in the education sector to achieve program outputs, outcome and goal;</li> <li>• Coordinate and provide technical support and policy advices on preparation and implementation of education sector's related activities to ensure the quality;</li> <li>• Develop ToR and concepts, modules, tools needed for implementation of education sector related activities;</li> </ul>  | <ul style="list-style-type: none"> <li>• Tertiary qualifications (Master degree is preferred) in education, or other fields related to service delivery and sector governance.</li> <li>• A minimum of ten-year experience related to program management in East Indonesia with various donors;</li> <li>• Strong understanding of the issues of fulfillment of MSS in the education sector, education situation and trends in Papua and West Papua;</li> </ul>  |

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|  |                                    | <ul style="list-style-type: none"> <li>• Establish and maintain good communication and relationship with all stakeholders in education sector, in both provincial and district levels, to advocate adoption or replication of good practices from program implementation;</li> <li>• Provide inputs to the team in preparation of monthly or quarterly activity plan.</li> <li>• Report all the results of his/her works to provincial Coordinator.</li> </ul>   | <ul style="list-style-type: none"> <li>• Experience in communicating and coordinating with various stakeholders, including Provincial and District Governments, and have strong capacity to build cooperative relationships with stakeholders in the education sector as well as conduct advocacy;</li> <li>• Strong understanding of the planning, implementation, monitoring and evaluation of education OPD;</li> <li>• Strong understanding of Provincial and District Government structure, approach and planning and budgeting.</li> <li>• Proven ability to deliver high quality outputs on time.</li> <li>• Excellent communication skills (Indonesian and English)</li> <li>• Good report writing skills;</li> <li>• Self-motivated and able to work with minimum supervision.</li> <li>• Well-developed interpersonal skills;</li> <li>• Good team player.</li> </ul> |
|  | Comdev & CRVS Specialist (2 posts) | <ul style="list-style-type: none"> <li>• Identify local context situations and develop effective strategies for community, village, and sub-district capacity improvement and collaboration enhancement with other services unit to achieve program outputs, outcome and goal;</li> <li>• Coordinate and provide technical support and policy advices on preparation and implementation of the related activities of village/sub-district for capacity improvement and collaboration with other service units to ensure the quality;</li> <li>• Develop ToR and concepts, modules, tools needed for implementation of the related CRVS improvement, village/sub-district capacity improvement and collaboration activities;</li> </ul> | <ul style="list-style-type: none"> <li>• Tertiary qualifications (Master's degree is preferred) in education, political science, development studies, anthropology or other fields related to service delivery and sector governance.</li> <li>• A minimum of ten-year experience related to program management in East Indonesia with various donors;</li> <li>• Experience in communicating and coordinating with various stakeholders, including Provincial and District Governments, and have strong capacity to build cooperative relationships with stakeholders in the community development sector as well as conduct advocacy;</li> </ul>  |

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|  |                                 | <ul style="list-style-type: none"> <li>• Establish and maintain good relationship with all stakeholders of village &amp; community empowerment and CRVS, in both provincial and district levels, and advocate for adoption or replication of good practices from program implementation;</li> <li>• Advocate the integration of health, education, and CRVS coverage improvements in village development planning and budgeting.</li> <li>• Provide inputs to the team in preparation of monthly or quarterly activity plan.</li> <li>• Report all the results of his/her works to provincial Coordinator.</li> </ul> | <ul style="list-style-type: none"> <li>• Strong understanding of development issues and trends in Papua and West Papua;</li> <li>• Strong understanding of the planning, implementation, monitoring and evaluation of OPD Pemberdayaan Masyarakat Kampung (PMK) and Kependudukan dan Pencatatan Sipil (DUKCAPIL);</li> <li>• Strong knowledge of Village law, village development issues, CRVS issues, and CRVS related law and regulation.</li> <li>• Strong understanding of Provincial and District Government structure, approach and planning and budgeting.</li> <li>• Proven ability to deliver high quality outputs on time.</li> <li>• Excellent communication skills (Indonesian and English);</li> <li>• Good report writing skills;</li> <li>• Self-motivated and able to work with minimum supervision.</li> <li>• Well-developed interpersonal skills;</li> <li>• Good team player.</li> </ul> |
|  | District Coordinator (10 posts) | <ul style="list-style-type: none"> <li>• Provide input to Provincial Coordinator and Specialist about local context of district in developing strategy for sectoral approach and in preparing technical support and advices for activities implementation.</li> <li>• Provide inputs to the team in preparation of monthly or quarterly activity plan.</li> <li>• Coordinate project implementation at district and sub-district level, in accordance with agreed activity plan</li> </ul>  | <ul style="list-style-type: none"> <li>• Tertiary qualifications in public policy, education or other fields related to service delivery and sector governance.</li> <li>• A minimum of seven years' experience in coordinating community empowering and/or basic services improvement projects in district level;</li> <li>• Experience in communicating and coordinating with various stakeholders, including District Governments, and have capacity to conduct advocacy;</li> </ul>  |



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|  |  | <ul style="list-style-type: none"> <li>• Establish strong communication and coordination with district technical team as well as other relevant stakeholders in the district, and encourage their involvement in program implementation.</li> <li>• Encourage involvement of district team in program implementation and encourage district team to conduct regular/periodic monitoring on progress of implementation in respective district</li> <li>• Supervise and provide mentoring to sub-district teams in project implementation.</li> <li>• Actively monitor the progress of project implementation in the district and sub-district levels and communicate the results to Provincial Coordinator and related team member</li> <li>• Provide monthly report to the Provincial Coordinator and M&amp;E Division</li> </ul> | <ul style="list-style-type: none"> <li>• Understand local context and participatory planning;</li> <li>• Proven ability to deliver high quality outputs on time;</li> <li>• Excellent communication skills in Bahasa Indonesia and well-developed interpersonal skills;</li> <li>• Self-motivated and able to work with minimum supervision;</li> <li>• Good team player.</li> </ul>   |
|  | District Coordinator Assistant - Asmat | <ul style="list-style-type: none"> <li>• Assist District Coordinator in organizing program activity and event in district level</li> <li>• Under coordination by District Coordinator, maintain effective communication and coordination with district government and district relevant stakeholder.</li> <li>• Assist District coordinator in supervising and provide mentoring for project implementation in sub-district</li> <li>• Assist District coordinator in monitoring the progress of project implementation in district and sub-district level, and report the results to District Coordinator.</li> <li>• Execute other tasks based on arrangement by district coordinator</li> <li>• Provide monthly report to District Coordinator</li> </ul>  | <ul style="list-style-type: none"> <li>• Tertiary qualifications in public policy, education or other fields related to service delivery and sector governance.</li> <li>• A minimum of five years' experience in coordinating community empowering and/or basic services improvement projects in district level;</li> <li>• Experience in communicating and coordinating with various stakeholders, including District Governments, and have capacity to conduct advocacy;</li> <li>• Understand local context and participatory planning;</li> <li>• Proven ability to deliver high quality outputs on time;</li> <li>• Excellent communication skills in Bahasa Indonesia and well-developed interpersonal skills;</li> </ul> |

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|   |                                    |  | <ul style="list-style-type: none"> <li>• Self-motivated and able to work with minimum supervision;</li> <li>• Good team player.</li> </ul>   |
|   | Sub-district Coordinators 20 posts | <ul style="list-style-type: none"> <li>• Provide input about local context situation that related to the implementation plan of the program to District Coordinator</li> <li>• Coordinate project implementation at sub-district level, in accordance with agreed activity plan</li> <li>• Supervise and provide mentoring to village, primary school, puskesmas and sub-district teams in project implementation.</li> <li>• Actively monitor the progress of project implementation at sub-district level and communicate the results to District Coordinator.</li> <li>• Prepare report of project events in respective sub-district.</li> <li>• Write monthly report related to activities and progress of project implementation at village and sub-district levels.</li> </ul> | <ul style="list-style-type: none"> <li>• Tertiary qualifications in public policy, education or other fields related to service delivery and sector governance.</li> <li>• A minimum of five years' experience in coordinating community empowering and/or basic services projects in village or sub-district level;</li> <li>• Understand and experience of communication and coordination with various stakeholder and sub-district government;</li> <li>• Understand local context and participatory planning;</li> <li>• Proven ability to deliver high quality outputs on time;</li> <li>• Excellent communication skills in Bahasa Indonesia and well-developed interpersonal skills;</li> <li>• Self-motivated and able to work with minimum supervision;</li> <li>• Good team player.</li> </ul> |
| 5 | Operation Manager                  | <ul style="list-style-type: none"> <li>• Ensure all operations are carried on in an appropriate, cost-effective way</li> <li>• Improve operational management systems, processes and best practices</li> <li>• Establish financial system and reports/statements and other required reports;</li> <li>• Oversee budgeting, forecasting, reporting, planning, and auditing.</li> </ul>  | <ul style="list-style-type: none"> <li>• Master's degree in business, Operations Management or related field</li> <li>• A minimum 7 years of proven work experience as operations manager or similar role.</li> <li>• Knowledge of organizational effectiveness and operations management</li> <li>• Knowledge of financial and accounting principles and practices</li> <li>• Experience budgeting and forecasting</li> </ul>   |

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|    |                       | <ul style="list-style-type: none"> <li>• Working with BaKTI human resources. Assist in recruitment and placement of required staff; establishment of project structure; delegation of tasks and accountabilities. Establish work schedules. Supervise staff. Monitor and evaluate performance of operations staff.</li> <li>• Responsible for contracting/procurement, logistics and asset management; ensuring accountability and compliance with procurement and contracting laws and regulations</li> <li>• Ensure all guidelines and procedures are in place and that team members are briefed and follow the procedures;</li> <li>• Manage the internal control/compliance and audit to ensure compliance with the approved rules and procedures.</li> <li>• Manages the reporting of suspected fraud case, including any follow up actions/investigations</li> <li>• Provide leadership and effectively manage the staff of the Operations support unit</li> <li>• Performs other related duties as assigned by the Supervisor</li> </ul> | <ul style="list-style-type: none"> <li>• Knowledge of human resource principles and practices</li> <li>• Excellent communication skills, written and verbal both in Indonesia and English</li> <li>• Leadership ability</li> <li>• Ability to train and educate other people</li> <li>• Information technology skills</li> <li>• Good Team Work</li> <li>• Have working experiences in Papua and Papua Barat</li> </ul>  |
| 14 | Operation Coordinator | <ul style="list-style-type: none"> <li>• Manage and supervise Finance Officer and Administrative Officer; responsible for day-to-day supervision and leadership;</li> <li>• Review payments, purchase authorizations and other financial transactions to ensure compliance with staff rules, financial rules and implementing instruments/authority;</li> <li>• Supervises the preparation of the end of month financial reporting before reporting them to Operations Manager;</li> <li>• In close coordination with Operations Manager and Finance Officer, maintains a system to monitor and forecast cash requirements to meet administrative and project expenditures.</li> <li>• Constantly reviews banking arrangements to ensure timely transfer of funds;</li> </ul>   | <ul style="list-style-type: none"> <li>• Bachelor’s degree in Operations Management or related field</li> <li>• A minimum 5 years of proven work experience as operations coordinator or similar role.</li> <li>• Highly organized multi-tasker who works well in a fast-paced environment</li> <li>• Experience in management, operations, and leadership.</li> <li>• Understanding of general finance and budgeting</li> <li>• Strong written and verbal communication skills</li> <li>• Excellent time management skills; able to prioritize</li> <li>• Good Team Player</li> <li>• Having working Experience in Papua and Papua Barat</li> </ul> |

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|    |                           | <ul style="list-style-type: none"> <li>• Constantly reviews Activity Budgets before implementation.</li> <li>• In coordination with Operations Manager, manages the reporting of suspected fraud case, including any follow up actions/investigations;</li> <li>• Oversee administrative process and provide technical and logistical support for all administrative personnel</li> <li>• Assign work tasks, create schedules, and manage calendars</li> <li>• Performs other related duties as assigned by the Supervisor</li> </ul>  |   |
| 15 | Finance Officer (2 posts) | <ul style="list-style-type: none"> <li>• Manage and supervise Finance Assistant; responsible for day-to-day supervision and leadership;</li> <li>• Keep accurate records for all daily transactions</li> <li>• Handling bookkeeping and following accounting best practices</li> <li>• Track bank deposits and payments</li> <li>• Reconcile bank statements</li> <li>• Assist Operations Manager/Operation Coordinator in reviewing Activity Budget</li> <li>• Review Travel and Activity Advance</li> <li>• Review the reconciliation of the Activity Advance</li> <li>• Participate in financial audits</li> <li>• Performs other related duties as assigned by the Supervisor</li> </ul> | <ul style="list-style-type: none"> <li>• Bachelor's degree in Finance/Accounting</li> <li>• A minimum 3-4 years of proven work experience as Finance Officer or similar role.</li> <li>• Able to analyse financial records and transfer information</li> <li>• Accurate and precise attention to detail</li> <li>• Experience with office management software like MS Office (MS Excel and MS Word, specifically)</li> <li>• Self-motivated and self-directed</li> <li>• Strong written and verbal communication skills</li> <li>• Strong time management skills; able to prioritize</li> <li>• Strong aptitude for numbers, spreadsheets, and financial reports</li> <li>• Good Team Player</li> <li>• Having working Experience in Papua and Papua Barat</li> </ul> |
| 16 | Admin Officer (2 posts)   | <ul style="list-style-type: none"> <li>• Manage and supervise Administrative Assistant; responsible for day-to-day supervision and leadership;</li> <li>• Ensuring that the building and facilities follow health, environmental and security standards;</li> </ul>  | <ul style="list-style-type: none"> <li>• Bachelor's degree in Administration</li> <li>• A minimum 3-4 years of proven work experience as Administrative Officer or similar role.</li> <li>• Solid knowledge of office procedures</li> <li>• Attention to detail</li> </ul>  |

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|    |                             | <ul style="list-style-type: none"> <li>• Preparing correspondence and documentation; maintaining records and database;</li> <li>• Oversee travel arrangements for office staff and consultant, books flights, ground transportation and hotel; accommodations, and provides travellers with directions and destination information;</li> <li>• Ensure all Consultant's Invoice and Timesheet is filled properly, and days calculation is correct;</li> <li>• Responsible for the procurement process, both goods and services;</li> <li>• Regularly check project assets and report to Operations Manager to be reported to Administrative Officer BaKTI;</li> <li>• Performed administrative functions in carrying out project activities/trainings;</li> <li>• Performs other related duties as assigned by the Supervisor</li> </ul> | <ul style="list-style-type: none"> <li>• Experience with office management software like MS Office (MS Excel and MS Word, specifically)</li> <li>• Strong written and verbal communication skills</li> <li>• Strong time management skills; able to prioritize</li> <li>• Good Team Player</li> <li>• Having working Experience in Papua and Papua Barat</li> </ul>   |
| 17 | Finance Assistant (2 posts) | <ul style="list-style-type: none"> <li>• Prepares vouchers related to various receipts and expenses</li> <li>• Record accounts payable and accounts receivable</li> <li>• Administers and processes all Petty Cash transactions within the parameters of project policies and procedures</li> <li>• Maintains the Petty Cash float</li> <li>• Prepares Reimbursement Claims on a weekly basis</li> <li>• Ensure all the Invoices and receipts are paid off</li> <li>• Review Staff/Consultant Travel Expenses Report</li> <li>• Ensure all financial documents are archived and labelled properly</li> <li>• Perform financial duties in carrying out project activities/trainings</li> <li>• Performs other related duties as assigned by the Supervisor</li> </ul>  | <ul style="list-style-type: none"> <li>• Bachelor's degree in Finance/Accounting</li> <li>• A minimum 2 years of proven work experience as Finance Assistant or similar role.</li> <li>• Accurate and precise attention to detail</li> <li>• Data entry and word processing skills</li> <li>• Self-motivated and self-directed</li> <li>• Good written and verbal communication skills</li> <li>• Good time management skills;</li> <li>• Good Team Player</li> <li>• Having working Experience in Papua and Papua Barat</li> </ul> |

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| 18 | Admin Assistant (2 posts) | <ul style="list-style-type: none"> <li>• Answer phones in a professional manner and direct calls to appropriate persons or take detailed messages</li> <li>• Preparing travel arrangements for office staff and consultant, books flights, ground transportation and hotel accommodations, and provides travellers with directions and destination information.</li> <li>• Manage communication of information in and out of the office; type out correspondence letters, emails, memos, etc. (paper and electronic);</li> <li>• Collect Staff/Consultant's Timesheet Sheet to submit them to Administrative Officer</li> <li>• Monitor and maintain office equipment; repair or replace malfunctioning equipment and hire technicians when required</li> <li>• Monitor and maintain office supplies; order and re-stock as needed</li> <li>• Ensure all administrative documents are archived and labelled properly</li> <li>• Ensure office is always kept clean and organized</li> <li>• Performed administrative functions in carrying out project activities/trainings</li> <li>• Performs other related duties as assigned by the Supervisor</li> </ul> | <ul style="list-style-type: none"> <li>• Bachelor's degree in Administration</li> <li>• A minimum 2 years of proven work experience as Administrative Assistant or similar role.</li> <li>• Attention to detail</li> <li>• Data entry and word processing skills</li> <li>• Good written and verbal communication skills</li> <li>• Good time management skills;</li> <li>• Good Team Player</li> <li>• Having working Experience in Papua and Papua Barat</li> </ul> |
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