



## LAMPIRAN 2 : KERANGKA ACUAN

### BACKGROUND

This work has been derived from the GOI's own Frontline Service delivery strategy, which targets direct interventions at the frontline of local service delivery with the aim to improving local capacities to deliver services. LANDASAN Phase I was a pilot project which started operating in early 2014 under the Australian-Indonesian Partnership for Decentralization (AIPD). The project focused on strengthening the capacity of the district government, frontline service providers and communities to manage basic services more effectively. LANDASAN adopted a dual strategy whereby capacity development interventions were directly targeting the districts, the service units and villages, in addition to facilitating vertical and horizontal interaction between levels and sectors. As a result, the project was able to pilot a holistic approach to improvements of frontline service delivery in targeted areas.

LANDASAN is being continued in Phase II under KOMPAK and will remain a flagship project in its support for improving overall access to and quality of local service delivery. The LANDASAN project is a complex frontline service delivery framework, working across several sectors and across different levels of government. The key targets for support are frontline service units within education, health and legal identity, in addition to the villages themselves with regards to village development. Further, the framework establishes the sub-district (Kecamatan) as the Centre for local level coordination and delivery of integrated services. As such, the framework aims at delivering a holistic approach to tackling frontline service delivery bottlenecks and to create integration and collaboration between levels

LANDASAN Phase II Program in Papua and West Papua supports the improvement of public services (in four key sectors; health, education, legal identity and community development) in the provinces of Papua and West Papua, through supply and demand approaches while embracing principles of **participatory, accountable, collaborative, integrated** and **effective systems and regulation** to ensure the program sustainability.

BaKTI will assist KOMPAK in its efforts to support the GOI in improving the capacity of districts, sub-districts, frontline service units and villages in delivering local services. In particular the project objective is to ensure that:

- Local government (including service units) in the Papua and West Papua Province have institutional and operational capacity to address frontline service needs effectively.
- Village funds in the Papua region are utilised to address priority needs of the poor and marginalized, especially women.

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## **OBJECTIVE**

This position is namely Operations Coordinator – Papua, and is intended to coordinate the operations of an organization. The Operations Coordinator – Papua is responsible for ensuring and improving the performance, productivity, efficiency and profitability of departmental and organizational operations through the provision of effective methods and strategies during first stage of establishment of LANDASAN II in Papua

## **DUTIES AND RESPONSIBILITIES**

1. In collaboration with Team Leader, Technical Panel Coordinator, Implementing Manager and Operations Coordinator West Papua to develop budget based on work plan narrative and provide linkage with BAKTI financial system.
2. Coordinate with Operations Coordinator –West Papua, to develop and tracks project budget of LANDASAN II, ensure accurate charging into each budget code; and manage project tasks to ensure project delivery within allocated budget and timelines.
3. Establish financial system and reports/statements and other required reports are provided as required;
4. Ensure operational and activities funds in Papua are sufficient.
5. Supervise Operations Team (Finance Officer, Finance Assistant, Administration Officer and HR Officer) and provide leadership and effectively manage the staff of the Operations unit in Papua.
6. Oversee daily operations of the office
7. Provide regular monthly report for Papua to Yayasan BaKTI.
8. Ensure the financial standard can be understood by Program Team and ensure all guidelines and procedures are in place and that team members are briefed and follow procedures;
9. In coordination with Team Leader and Implementing Manager to review Activities Budget against the ToR.
10. Ensure all activities are supported well from preparation to completion.
11. Liaises with Yayasan BaKTI, KOMPAK and DFAT on operational matters including all financial issues.
12. Working with Human Resources Officer LANDASAN II and under the coordination of HR&GA Ys.BaKTI to manage the Human Resources support functions for LANDASAN II staffs in Papua and West Papua, including compliance with Indonesian taxation and Manpower Laws, policy and procedures for recruitment, training, performance appraisal, etc.
13. Manages the administrative support and security of program Staffs in Papua, providing services to the program to ensure compliance across the program within a culture of customer services.
14. Responsible for contracting/procurement, logistics and asset management, ensuring accountability and compliance with Australia and Indonesia procurement and contracting laws and regulations
15. Ensure all assets procured by LANDASAN II for Papua are recorded in the list of assets, well maintained, updated and reported regularly.
16. Manage the internal control/compliance and audit to ensure compliance with DFAT, KOMPAK and BaKTI rules and procedures.
17. Manages the reporting of suspected fraud cases to DFAT including any follow up actions/investigations
18. Identify problems in operations process and resolve them in quickly and timely manner.
19. Any other duties as required



### **STARTING TIME / DURATION**

As Operations coordinator can start immediately and in the duration of 3 (three) months since the contract is signed, and can be extended based on the needs and the collective agreement.

### **LIAISON / REPORTING**

Operations Coordinator will report to Team Leader BaKTI – LANDASAN Phase II. In conducting his/her assignments, the Operations Coordinator will work as a part of Operation Unit.

### **QUALIFICATION / EXPERIENCE**

- College degree in business administration, commerce, management. Certain schools offer bachelors and master's degrees in operations management.
- Industry relevant production experience
- Knowledge and experience in organizational effectiveness and operations management
- Knowledge of business and management principles and practices
- Knowledge of financial and accounting principles and practices
- Knowledge of human resource principles and practices
- Knowledge of project management principles and practices
- Information technology skills

### **DUTY STATION**

Domiciled in Papua Province and if needed, he/she will be travelling to district, village, puskesmas, school and sub-district throughout the implementation of LANDASAN Phase II Program.