

I. Position Information

Post Title : Project Assistant for IR 2 (Public Education and Participation in Anti-Corruption) USAID INTEGRITAS Project
 Duration : One year (can be extended) – December 2023 to January 2024
 Direct Supervisor: IR 2 Lead (Public Education and Participation in Anti-Corruption) USAID Integritas Project
 Date of Advert : 7 November 2023
 Deadline of Application : 21 November 2023

II. Organizational Context

Partnership for Governance Reform (KEMITRAAN)

KEMITRAAN is a multi-stakeholder organization established to promote governance reform. It works hand-in-hand with government agencies, CSOs, the private sector, and international development partners in Indonesia to bring about reform at both the national and local levels. KEMITRAAN builds crucial links between all levels of government and civil society to sustainably promote good governance in Indonesia.

Good governance is participatory, consensus-oriented, accountable, transparent, responsive, effective, efficient, equitable, inclusive and follows the rule of law. It assures that corruption is minimized, the views of minorities and most vulnerable in society are considered.

Since our inception in 2000, KEMITRAAN has established a wide range of multi-stakeholder networks at all levels. We work together with the government in mainstreaming good governance principles in public policy making, implementation and monitoring phases with evidence-based approach.

USAID INTEGRITAS

Awarded on January 10, 2022, the Indonesian Integrity Initiative (INTEGRITAS) is a five-year program funded by USAID/Indonesia and implemented by KEMITRAAN, in collaboration with Indonesia Corruption Watch (ICW), Transparency International-Indonesia, and the Basel Institute on Governance, and in partnership with Indonesian civil society organizations (CSOs) and government agencies. INTEGRITAS seeks to address corruption in Indonesia through a dual-tracked approach of systems strengthening and public engagement that facilitates local civil society efforts to address systemic corruption vulnerabilities and conflicts of interest in the country.

The goal of INTEGRITAS is to support the Government of Indonesia (GOI) in its corruption prevention efforts through enhancing civic engagement and strengthening a culture of integrity for both the public and private sectors. INTEGRITAS seeks to enhance Indonesian civil society capacity and role to more effectively partner with and support key GOI oversight institutions, while simultaneously ensuring sufficient preventative and oversight mechanisms are in place in the public and private sector. The activity will cooperate and work with government and non-government key actors to achieve this goal through two interrelated intermediate results (IRs):

- IR 1: Implementation of transparent policies and practices that reduce conflicts of interest increased.
- IR 2: Public education on, awareness of, and participation in anti-corruption efforts improved.

Under the guidance and direct supervision of the IR 2 Lead, INTEGRITAS seeks 1 (one) Project Assistant to provide support to the USAID INTEGRITAS Team, particularly the work under IR 2, on all logistical, administrative and financial aspects of program activities. This support may include arranging the logistical and administrative aspects of training, workshops, meetings, and other activities.

Interested candidates are invited to submit a Cover Letter and CV responding to this advertisement. The selection process will consist of (but not limited to) a written test and an interview.

III. Functions / Key Results Expected

Summary of Key Functions:

- Administrative, logistic and operational support
- Project preparation and supporting document formulation
- Project administration and reporting
- Strategic partnership and networking

1. Undertake administrative and financial aspects of the INTEGRITAS project activities, in line with USAID and KEMITRAAN rules and policies
2. Ensures that activity funds are appropriately disbursed and expense reports are completed in a timely manner; including tracking/monitoring monthly spending and projections
3. Monitors consultants', grantees', and subcontractors' reporting process (including ensuring payment process in finance) and follows up on delinquent reports.
4. Maintain an efficient filing system for all administrative and operational records.
5. Prepare logistical arrangements for KEMITRAAN-direct activities/sponsored events, conferences, seminars, and training such as arranging online meetings, booking venues for offline activities, drafting TORs, and coordinating with service providers
6. Assist the preparation of consultants and sub-award grants/contracts administration such as announcement and documentation, from the program team side.
7. Make copies and/or duplicates of related material as requested; prepare and transmit fax, and scan, including filing related documents.
8. Manage good relations with various project stakeholders
9. Coordinate with related units in KEMITRAAN (as needed) to facilitate cross-fertilization and internal networking.
10. Perform other administrative job-related duties as assigned.

IV. Impact of Results

The key impact of results to be achieved are as follows:

- The successful and timely implementation of activities within the program.
- Ensure administrative and financial support of the program are in line with project's outcome and impact

- ❑ Ensure efficient and effective administrative and operational records

V. Competencies

Corporate Responsibility & teamwork:

- ❑ Serves and promotes the vision, mission, values, and strategic goals of the Partnership
- ❑ Demonstrates integrity by modeling professional values and ethical standards
- ❑ Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability
- ❑ Plans prioritizes, and delivers tasks on time
- ❑ Participates effectively in a team-based, information-sharing environment, collaborating and cooperating with others

People Skills:

- ❑ Sets clear performance goals and standards; executes responsibilities accordingly
- ❑ Able to navigate changes; flexible, adaptive, and possess emotional resilience
- ❑ able to use knowledge to make decisions and adjustments in their work in order to achieve a greater impact

Partnering & Networking:

- ❑ Seeks and applies knowledge, information, and best practices from within and outside the Partnership

Results-Orientation:

- ❑ Plans and produces quality results to meet established goals
- ❑ Innovation & Judgment
- ❑ Contributes creative, practical ideas and approaches to deal with challenging situations
- ❑ Strives for quality client-centered services (internal/external)

Communication:

- ❑ Demonstrates effective written and oral communication skills
- ❑ Demonstrates good negotiations skills; good listener

Job Knowledge & Expertise

- ❑ Executes day-to-day tasks systematically & efficiently
- ❑ Uses Information Technology effectively as a tool and resource
- ❑ Familiar with data warehouse and its maintenance
- ❑ Is motivated & demonstrates a capacity to pursue personal development & learn

VI. Recruitment Qualifications

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| Education and Skill: | <p>Minimum Diploma degree, or equivalent, in secretary, accounting, or related field. Excellent verbal and written communication skills in Bahasa Indonesia & English. Proficient in word processing spreadsheets, and PowerPoint presentations. Familiarity with accounting software is an advantage.</p> <p>Strong skills in administrative, logistic, and financial aspects of program management.</p> |
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| Experience: | At least 3 (three) years of program administration position with an internationally focused non-profit organization; Experience working with international donors, especially USAID, preferred. | | |
| Language Requirements: | Fluency in written and spoken English and Bahasa Indonesia | | |
| VII. Signatures- Job Description Certification | | | |
| Incumbent (<i>if applicable</i>) | | | |
| Name: Meissy Sabardiah | Signature | Date: 11/03/2023 | |
| Supervisor | | | |
| Name: Justin Snyder | Signature | Date : 11/03/2023 | |
| Chief Division/Section | | | |
| Name | Signature | Date | |