



Partnership for Governance Reform in Indonesia

I. Position Information

Post Title:	Deputy Chief of Party, USAID INTEGRITAS
Duration:	12 months (can be extended based on performance evaluation)
Direct Supervisor:	Chief of Party, USAID INTEGRITAS
Condition:	Open to Indonesian National only

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.

The DCOP will support the COP in all management aspects of the project and represent the program in the COP's absence to the donor, key national, sub-national, and international partners, both administrative and programmatic. She/he is mainly responsible for the operations, finance and grants including budget planning, budget implementation, financial and grants management, procurements and admin. Moreover, the DCOP is responsible for ensuring project activities are in compliance with donor regulations, project management policies, KEMITRAAN's rules and regulations and supporting any audits to the project. The DCOP will supervise the Finance and Grants Manager.

III. Functions / Key Results Expected

Summary of Key Functions:

- Support the COP in overseeing all management aspects of the project and represent the program in the COP's absence to key national, sub-national, and international partners, on both finance and grants management/operations and on programmatic aspects, which covers programmatic and administrative financial services.
- Develop project budget planning, oversees project's budget implementation and project financial management, and supervising the Project's Finance and Grants Manager.
- Oversees all of project operations, including administrative aspect of the project.
- Ensuring a smooth implementation of procurement regulations, cash flow management and burn rate tracking.
- Coordinates with the IR 1 and IR 2 teams on budget development, implementation and tracking
- Work closely with the KEMITRAAN office teams on procurement, finance, and operations.
- Ensuring project activities are in compliances with donor regulations, project management - policies, and KEMITRAAN's rules and regulations.

IV. Impact of Results

Overall impact of results of this position are as follows:

- Successful, accountable and timely delivery of program procurement, grants and finance management; including financial reports and audits, in line with donor regulations, project management policies, and KEMITRAAN's rules and regulations.
- Successful on cashflow management and well managed of project's budget absorption.
- Successful in assisting the Chief of Party in delivering excellent program team management and coordination; including working relationship within the program team, related management units at KEMITRAAN and all consortium members, as well as in team management and communication with donor, related GOI partners, CSOs and private sectors stakeholders.
- Successful in representing the project to the internal and external audience in the absence of the COP.

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-Oriented:

- 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

Education and Skill:	A degree (preferably a Master degree) in political science, international relations, law, public administration, economics, financial management, or a related field.
Experience required:	Minimum of 10 years of experience working in project management. Excellent track record managing donor projects. Excellent track record managing USAID projects and expert knowledge of USAID and USG regulations are a must. Given that the DCOP is expected to support the COP in all aspects of the project, in the COP's absence, DCOP must also possess a proven ability to liaise with and communicate effectively with senior government officials, donors, and partners. Having knowledge on anti-corruption in Indonesia and able to present this subject that relates to the project's activities to the external audiences; Having in-depth knowledge on project management and finance management as well as procurements; Proven capacity in supervising project teams;

	Having superb analytical and planning skills, good judgment, and ability to work under tight deadlines. Demonstrable knowledge of USAID project management, finance, procurement, and USAID financial management reporting, and compliances;
Language Requirements:	Fluency in written and spoken English