

## I. Position Information

Post Title: Component Manager 1 (Reduce Conflict of Interest) for Anti-Corruption Program

Duration of contract: One year (can be extended into 3 years contract).

Supervisor: Chief of Party

## II. Organizational Context

KEMITRAAN seeks candidates for the role of Component Manager 1 (Reduce Conflict of Interest) on an anticipated anti-corruption program. This program aims to support Government of Indonesia in corruption prevention efforts through the strengthening of civic engagement, and the strengthening of a culture of integrity, particularly in procurement, which include the integration of the legal beneficial ownership information and licensing in the marine/fisheries and forestry sectors, at national and targeted sub national levels, through several approaches:

- Providing technical assistance on COI policy frameworks and implementation, supported by new tools to identify COI, and public awareness campaigns that effectively address key factors in the public's continued participation in corruption.
- Providing technical assistance to strengthen IT-based solution on procurement and Beneficial Ownership (BO) accountability.
- Enhancing private sector integrity and anti-corruption engagement through collective action, enhanced capacity to implement anti-corruption safeguards, and increased dialogue with GOI and CSOs.
- Enhancing the participation of key communities through an expansion of anticorruption education through formal and informal educational channels, efforts to motivate public participation and engagement, and mechanisms to encourage reporting.

Component manager will be supervised by Chief of Party and working together with MEL Specialist, Communication Specialist, Deputy Chief of Party and Operation team. Moreover, she/he will supervise 1 (one) project officer and 1 (one) project assistant of IR 1. For component manager of IR 1, she/he is going to ensure the effective use of research of the political, social, and economic situation on policy making process related to Conflict of Interest, which focuses on COI in procurement and licensing in targeted institutions government, SOE's and the private sector as well as IT-based solution on procurement and BO accountability.

### III. Functions / Key Results Expected

#### Summary of Key Functions:

- i. Programmatic strategic direction and operation
  - ❑ Providing inputs to COP on how to adjust the project implementation strategy with the existing social political context
  - ❑ Designing the effective operation of projects with the IR 1 team by aligning resources, engaging targeted partners or expertise and timeline as well as monitoring the deliverables and challenges and finding solution towards the challenges;
  - ❑ Coordinating with the COP and also with related Kemitraan operation's staffs on operation policies applied to the project implementation, which includes program, procurement, financial, HR and administrative policies.
  
- ii. Project design and formulation

Supporting COP in designing the mode of operation of project activities in effective and efficient manners that respect to the principle of localization and accountability, impact-oriented approach and cost effectiveness.
  
- iii. Project management and implementation
  - ❑ In consultation with the COP, ensuring the achievement of expected outcome and outputs, which are based on indicators in the MEL system of INTEGRITAS project, will contribute to the achievement of the DJGR program's impact;
  - ❑ Supporting COP to develop Annual Work Plan of IR 1 project activities through updated relevant and contextualized analysis and identified problems and needs of the targeted governmental and private sector partners;
  - ❑ Supervising IR 1 project officer to developing ToR for each activity;
  - ❑ Supervising IR 1 Project Assistant to develop budget plan for each activity;
  - ❑ Providing approval to the activity and budget proposal on the allowable amount submitted by IR 1 team in the KEMITRAAN TRACY system;
  - ❑ Providing biweekly update, quarterly and annual report which will be submitted to USAID;
  - ❑ Tracking the achievement of the project with MEL and financial officer in order to ensure the achievement of expected outcome and outputs based on indicators in the MEL system and approved budget plan of INTEGRITAS project;
  - ❑ Consolidating the project audit and evaluation with the IR1 team and INTEGRITAS operation staffs;
  - ❑ Developing recruitment ToR for specific consultants in collaboration with IR 1 project officer;
  - ❑ Overseeing the procurement process of goods and services under IR 1

activities;

- Reviewing the consultant deliverables based on the expected quality agreed in the recruitment ToR.

iv. Prepare substantive inputs of the project document development, strategic partners program, annual work plan, and other relevant activities to support the implementation and achievement of the program goals.

- Providing review to the ToR and Budget plan prepared by IR 1 project officers and project assistant;
- Providing review to the outgoing letters sent to targeted partners;
- Providing review to first draft of biweekly, quarterly and annual report prepared by IR 1 project officer;
- Providing analysis to IR 1 project assistant report on the deliverable status and financial status and advise on the budget reallocation;
- Reviewing the document submitted by the consultant hired under IR 1.

v. Strategic partnership and networking

- Maintaining relationship with targeted governmental partners, such as KemenPANRB, LKPP and AHU KemenKUMHAM, etc., through regular update meeting and representing INTEGRITAS in the events invited by targeted partners;
- Providing inputs to the COP on the strategic support based on the need of the targeted partners which are in line with the program objectives and impact;
- Making sure the document needed for targeted partners to develop and to report BAST to Ministry of Finance are timely submitted on the agreed timeline;
- Engaging all targeted partners in the decision making process, including preparing action plans and selecting experts who will provide technical assistance on the purpose of INTEGRITAS expected outcomes/outputs.

#### IV. Impact of Results

The key results have an impact on the successful and timely implementation of activities within the program. In particular, the key results have an impact on the design quality, proposal development appropriateness, project document development and management oversight about program implementation and organizational vision and mission.

#### 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

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

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:	Minimum Master degree on relevant fields (e.g law, public policy, politics). Bachelor degree with significant experience is welcome to apply.
Experience:	At least eight years' experience in program management, facilitation and participatory research, five years of experience in project management at mid to senior level; five years of specialized experience working with CSOs and/or government agencies; Wide network with regard to anti-corruption, procurement, bureaucratic reform, and private business policies; Experience working with international donors, especially USAID, preferred.  Strong understanding of current socio-political conditions with regard to anti-corruption, bureaucratic reform, procurement, good governance and civil society organizations in Indonesia. Strong skills in civil society oversight, public education campaigns, policy analysis, report writing, presentation, and good skills in the use of ICT; clear commitment to governance reform.
Language Requirements:	Fluency in written and spoken English and Bahasa Indonesia

VII. Signatures- Job Description Certification

Incumbent *(if applicable)*

Name	Signature	Date
Supervisor		
Name	Signature	Date
Chief Division/Section		
Name	Signature	Date