



Terms of Reference Template for Regular Staff Recruitment

I. Position Information

Job code title : Admin and Finance Assistant – EnABLE (4 positions)
 Location : Samarinda/Paser/Kutai Barat/Penajam Paser Utara
 Duration of contract : 12 months (possibility to extend)
 Supervisor : Finance Manager

II. Organizational Context

The World Bank with the resources provided by the EnABLE, a multi-donor trust fund, is financing a project to enhance the inclusion of target marginalized and disadvantaged groups in the East Kalimantan Emission Reduction Program (ERP) through enhanced awareness of and access to carbon and non-carbon benefits. Full details of the Indonesia EnABLE Project and associated East Kalimantan ERP are available on the World Bank website (<https://www.worldbank.org/en/topic/climatechange/brief/enable-enhancing-access-to-benefits-while-lowering-emission>).

Project beneficiaries are marginalized groups, particularly *adat* and women, within the populations of approximately 95 villages in Paser Regency, Penjamin Paser Utara, and Kutai Barat Districts. The selected villages will be located within the existing forest cover in East Kalimantan province, and are eligible ERP villages, having been selected due to the high potential for emission reductions. In addition, the project will benefit government officials and other stakeholders by enhancing their capacity to deliver more inclusive ERP activities.

Local NGOs will be recruited to support implementation of EnABLE by Kemitraan – especially organizations led by and representing indigenous groups – and will benefit from capacity building as a result of being involved in managing the project.

The development objective is to enhance the inclusion of target marginalized and disadvantaged groups in the East Kalimantan Emission Reduction Program (ERP) through enhanced awareness of and access to carbon benefits. The Project comprises of 3 main components:

COMPONENT 1: Capacity building and awareness raising for inclusive delivery of ERP

COMPONENT 2: Support for inclusive, nature-positive livelihoods and low-carbon practices

COMPONENT 3: Project management, monitoring and evaluation, & knowledge dissemination

The Partnership for Governance Reform (KEMITRAAN) is the selected Implementing Agency for EnABLE Phase-II. KEMITRAAN will be responsible to manage and implement the Project throughout the project cycle and liaise with the key stakeholders in project implementation. In ensuring the effective implementation of the Project, KEMITRAAN will form a quality Project Management Unit that will manage the day to day implementation and monitoring-evaluation of the Project. To carry out the expected development objectives and outputs above, KEMITRAAN will recruit a Finance Manager that will lead and coordinate the project financial management and reporting throughout the Project.

In ensuring effective implementation of the Project, KEMITRAAN therefore is seeking for a potential Admin and Finance Assistant that is capable to help with the technical implementation of the project.

The Admin and Finance Assistant will be based on site (Project location's administrative areas) and will work closely with Project Coordinator, Project Officer, Finance Manager, Finance and Grant Manager at the HQ office, Procurement Officer, Monitoring, Evaluation and Learning Manager, Monitoring, Evaluation and Learning Officer, Consultants /Experts, and other staffs within KEMITRAAN's office.

III. Functions / Key Results Expected

Summary of Key Functions:

- Administration and implementation of the project activities
- Administration of reports, correspondence and related documents
- Management of travel and meeting arrangement
- Procurement and logistical services
- Support to administration of budgets and cost-recovery system
- Payment, receiving and bank account management
- Provide financial monitoring and reporting of activities on a monthly, quarterly and yearly basis

1. Ensures **administration and implementation of the project activities** focusing on achievement of the following results:
 - Full compliance of administration and procurement activities with the Partnerships and donor's policies and standard operating procedures, proper functioning of a client-oriented general administration services;
 - Arranges appointments and maintains calendar of project activities and responds to routine inquiries;
2. Ensures **administration of reports, correspondence and related documents** focusing on the achievement of the following results:
 - Maintains, logs, files and updates all program related administrative records;
 - Establishes and maintains a coherent filing system for the project as a whole and an up-to-date list of contact addresses and other record systems where necessary;
 - Drafts correspondence, minutes of meetings, and reports from plain copy, corrected copy, forms, handwritten or rough draft material and printed matter;
 - Collect data (including files of project documents), expert reports, ensure general circulation of documents and assist preparation of reporting.
3. Ensures **management of travel and meeting arrangement** focusing on the achievement of the following results:
 - Organizes meetings, workshops and training sessions;
 - Organizes travel arrangement and assists in compiling travel expense reports.
4. Ensures the **procurement and logistical services** focusing on the achievement of the following results:
 - Monitors office and equipment supplies for the project;
 - Participation in the process of procurement of goods and services including opening bids/quotations and evaluations in full compliance with the Partnership rules and regulations.
 - Preparation of purchase requisition and assistance in purchase order creation
5. Ensures **administration of budgets and management of project cash-flow** focusing on achievement of the following results:
 - Assist the Project Officer and Finance Manager for budget preparation and cash-flow projection for monthly, quarterly and annual work plan

<ul style="list-style-type: none"> • All approved budget are properly recorded and entered into the financial system and update regularly any budget revision on the system; • interact/consultation with Finance Unit at the head office on fund transfer
<p>6. Ensures effective support of project financial transaction focusing on achievement of the following results:</p> <ul style="list-style-type: none"> • Check and verify all incoming invoices or request for payment and follow up with relevant parties on incomplete or inappropriate documentations • Preparation of request for payment and monitor the status to ensure payments are done on timely manner • Proactively follow up on pending payment for vendors, grantees or other parties.
<p>7. Ensures proper financial monitoring, recording and reporting, focusing on achievement of the following results:</p> <ul style="list-style-type: none"> • Consolidation of data and reports from various sources for consolidated reporting • Assist the Project Officer and Team Leader in preparing financial reports and produce project financial report as per required on timely manner; • Proper filing of all financial documents; • interact with Finance unit at the head office to verify financial report and budget revisions as well as contribute in preparing the periodic financial reports as required by the head office.
<p>IV. Impact of Results</p>
<p>The key results have an impact on the overall execution of the Partnership administrative and financial transaction and success in implementation of operational strategies on the following areas:</p> <ol style="list-style-type: none"> 1. Accurate administration and presentation of financial data transaction 2. Accurate and timely information on financial status



Competencies

Corporate Responsibility & teamwork:

- Serves and promotes the vision, mission, values, and strategic goals of the Partnership
- Plans, prioritizes, and delivers tasks on time

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-Orientation:

- Plans and produces quality results to meet established goals

Innovation & Judgment

- Strives for quality client-centered services (internal/external)

Communication:

- Demonstrates effective written and oral communication skills

Job Knowledge & Expertise

- Executes day-to-day tasks systematically & efficiently
- Uses Information Technology effectively as a tool and resource

VI. Recruitment Qualifications

Education:	Minimum Diploma III (three) in administration, finance, economics, accountancy, management or other relevant fields .
Experience:	3 (three) years working experiences with a minimum 2 (two) years experiences in the field of development assistance; including specific experience in public administration issues (experience in the international CSO/NGO is preferred).
Language Requirements:	Fluency in written and spoken English and Bahasa Indonesia

VII. Signatures- Job Description Certification

Incumbent *(if applicable)*

Name	Signature	Date
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Supervisor

Name	Signature	Date
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Chief Division/Section

Name	Signature	Date
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