TERMS OF REFERENCE
FOR REGULAR STAFF RECRUITMENT

I. POSITION INFORMATION	
Job title	Admin and Finance Assistant – EnABLE
Duty station	Mahakam Ulu District, East Kalimantan, Indonesia
Contract duration	until 30 June 2027
Supervisor	Finance Manager – EnABLE
Working relationship	Works closely with the Mahakam Ulu Field Supervisor, Project Officers, Finance Manager, KEMITRAAN Head Office Finance Unit, Procurement, MEL team, CSO partners, consultants, vendors, and other relevant project personnel

II. ORGANIZATIONAL CONTEXT

The World Bank, through the EnABLE (Enhancing Access to Benefits while Lowering Emissions) multi-donor trust fund, supports the inclusion of marginalized and disadvantaged groups in the East Kalimantan Jurisdictional Emission Reduction Program (ERP), particularly women, Indigenous Peoples, persons with disabilities, and other vulnerable groups, by enhancing their awareness of and access to carbon and non-carbon benefits.

The EnABLE Phase II Project is implemented by the Partnership for Governance Reform (KEMITRAAN) in coordination with the Government of East Kalimantan and other relevant stakeholders. The Project is implemented across 71+ villages in four districts: Paser, Kutai Kartanegara, Kutai Barat, and Mahakam Ulu, with support from local Civil Society Organizations (CSOs).

The Project comprises three components: (1) Capacity Building and Awareness Raising for Inclusive Delivery of ERP; (2) Support for Inclusive, Nature-Positive Livelihoods and Low-Carbon Practices; and (3) Project Management, Monitoring and Evaluation, and Knowledge Dissemination.

KEMITRAAN has established a Project Management Unit (PMU) responsible for day-to-day project coordination, implementation, monitoring, and reporting. The Admin and Finance Assistant (AFA) will provide administrative and financial support for project activities in Mahakam Ulu District, ensuring that transactions and supporting documentation are complete, accurate, properly recorded, and submitted in accordance with KEMITRAAN procedures and World Bank requirements.

The AFA will be based in Mahakam Ulu and work under the supervision of the Finance Manager, in close coordination with the Mahakam Ulu Field Supervisor, Project Officers, CSO partners, and KEMITRAAN Head Office units. The position will support field-level administration and finance processes and ensure timely coordination with the PMU and Finance Unit at Head Office.

III. FUNCTIONS / KEY RESULTS EXPECTED

Summary of Key Functions:

- Administration and operational support for project activities in Mahakam Ulu.
- Administration of project records, correspondence, reports, and supporting documents.
- Travel, meeting, workshop, and training arrangements.
- Procurement administration and logistical support in accordance with applicable procedures.
- Support for budget monitoring, activity cost tracking, and cash-flow information.
- Administrative and financial verification of payment requests and supporting documents.
- Financial recording, filing, monitoring, and reporting support.
- Coordination with CSO partners and project personnel to ensure timely and complete documentation.

1. Administration and operational support

- Provide day-to-day administrative support for EnABLE activities in Mahakam Ulu.
- Maintain schedules, calendars, activity records, contact lists, and other administrative information.
- Coordinate administrative requirements with the Field Supervisor, Project Officers, CSO partners, vendors, and relevant stakeholders.
- Ensure administrative activities comply with KEMITRAAN policies, project procedures, and applicable donor requirements.

2. Records, correspondence, and documentation

- Maintain an organized filing system for project administrative, financial, procurement, and activity documents in electronic and hard-copy formats.
- Prepare and maintain correspondence, meeting minutes, attendance lists, travel records, activity documentation, and other administrative records.
- Collect and compile reports and supporting documents from CSO partners and project personnel, and follow up on missing or incomplete submissions.

- Ensure documents are properly labelled, securely stored, retrievable, and submitted to the PMU or Head Office within required deadlines.

3. Travel, meetings, workshops, and training arrangements

- Arrange logistics for project meetings, workshops, training sessions, field visits, and other activities in Mahakam Ulu.
- Support travel arrangements, including transportation, accommodation, participant coordination, and travel documentation.
- Assist staff and participants in completing travel expense reports and supporting documents in accordance with KEMITRAAN procedures.
- Prepare and maintain activity files, including approved TORs, participant lists, attendance records, agendas, minutes, photos, and activity reports.

4. Procurement administration and logistical support

- Support preparation of purchase requisitions and other procurement-related administrative documents.
- Assist in collecting quotations and compiling procurement documentation in coordination with authorized procurement personnel.
- Monitor office supplies, equipment, and logistical needs for project activities in Mahakam Ulu.
- Maintain records of goods and services received and ensure delivery notes, invoices, and supporting documents are properly filed.
- Follow KEMITRAAN procurement procedures and do not make procurement commitments or approve purchases beyond delegated authority.

5. Budget administration and expenditure monitoring

- Assist the Field Supervisor and Finance Manager in collecting budget requirements and preparing activity cost estimates.
- Maintain records of approved activity budgets, actual expenditures, commitments, and available balances for activities in Mahakam Ulu.
- Compile expenditure information and supporting documents for monthly and periodic budget monitoring and cash-flow projections.
- Identify and promptly communicate potential budget variances, cost changes, or documentation issues to the Finance Manager and relevant Project Officer.
- Coordinate with the Finance Unit at Head Office on fund transfers, advances, settlements, and other financial administration matters, as instructed by the Finance Manager.

6. Payment requests and financial transaction support

- Check the administrative completeness and accuracy of invoices, payment requests, expense claims, cash advance requests, and settlement documents before submission to the Finance Manager or Head Office.
- Verify that payment packages include required supporting documents, such as approved TORs, contracts or purchase orders, invoices, attendance lists, activity reports, deliverables, and evidence of receipt, as applicable.
- Check payment requests against the relevant contract or approved budget and flag inconsistencies or missing documents for clarification.
- Ensure technical deliverables and activity outputs are reviewed and confirmed by the responsible Project Officer, Team Leader, or other authorized technical personnel before payment submission. The AFA is responsible for administrative and document-completeness checks, not technical approval of deliverables.
- Prepare or assist in preparing payment request forms and monitor payment status, following up on pending payments and incomplete documentation.
- Maintain a tracking record of payment requests, advances, settlements, and outstanding supporting documents.

7. Financial recording, monitoring, and reporting

- Record and consolidate financial information and transaction data for Mahakam Ulu activities using KEMITRAAN formats and systems.
- Assist in preparing periodic financial monitoring reports and expenditure summaries for review by the Finance Manager.
- Maintain proper filing of vouchers, invoices, receipts, bank or cash transaction records, advance documents, and other financial supporting documents.
- Support timely preparation and submission of financial information required for monthly, quarterly, and annual project reporting.
- Coordinate with the Finance Unit at Head Office to clarify financial records, reconcile documentation, and follow up on corrections or additional information required.

- Immediately report suspected irregularities, duplicate claims, unsupported expenditure, or other financial control concerns to the Finance Manager.

8. Coordination and other responsibilities

- Work closely with the Mahakam Ulu Field Supervisor, Project Officers, CSO partners, and other project personnel to complete administrative and financial requirements on time.
- Support collection and organization of activity documentation relevant to project monitoring, reporting, and audit purposes.
- Maintain confidentiality of financial, personnel, beneficiary, and other sensitive project information.
- Perform other relevant duties assigned by the Finance Manager or Project Team Leader in support of EnABLE implementation.

IV. IMPACT OF RESULTS

The AFA contributes to effective and accountable implementation of the EnABLE Project in Mahakam Ulu by ensuring that administrative and financial processes are properly supported, transactions are accurately documented, payment requests are complete, and financial information is available on time. The position supports compliance with KEMITRAAN policies, project procedures, and World Bank requirements, and strengthens the quality of financial records, operational coordination, and audit readiness.

V. COMPETENCIES

Corporate Responsibility and Teamwork:

- Demonstrates commitment to KEMITRAAN's vision, mission, values, and project objectives.
- Works collaboratively with project colleagues, CSO partners, and stakeholders.
- Plans, prioritizes, and completes assigned tasks within agreed timelines.

People Skills and Coordination:

- Maintains constructive working relationships with colleagues, partners, vendors, and community stakeholders.
- Communicates administrative and financial requirements clearly and respectfully.
- Demonstrates responsiveness and a service-oriented approach.

Results Orientation and Attention to Detail:

- Produces accurate, complete, and well-organized administrative and financial records.
- Follows up proactively on outstanding documents, payments, and reporting requirements.
- Identifies inconsistencies and escalates issues in a timely manner.

Integrity and Confidentiality:

- Handles financial transactions and sensitive information with honesty, discretion, and professionalism.
- Demonstrates commitment to internal controls and compliance with applicable procedures.

Communication:

- Demonstrates effective written and oral communication skills in Bahasa Indonesia.
- Can prepare clear administrative correspondence, records, and basic reports.

Job Knowledge and Technical Expertise:

- Uses Microsoft Office applications, particularly Excel and Word, effectively.
- Demonstrates practical knowledge of filing, bookkeeping, payment documentation, and administrative procedures.
- Is willing and able to work in a field-based project environment and travel within the project area when required.

VI. RECRUITMENT QUALIFICATIONS	
Education	Minimum Diploma III (D3) in accounting, finance, business administration, management, or another relevant field. A Bachelor's degree (S1) is an advantage.
Experience	At least 2 years of relevant work experience in finance, accounting, administration, or operational support. Experience with development projects, NGOs/CSOs, grants, or donor-funded projects is an advantage. Experience supporting field activities and handling financial documentation is desirable.
Technical and Language Requirements	Good working knowledge of Microsoft Office, particularly Excel and Word. Basic understanding of financial administration, payment documentation, and record-keeping. Fluency in written and spoken Bahasa Indonesia is required; working knowledge of English is an advantage.

	Ability to work and coordinate effectively in Mahakam Ulu District and undertake field travel as required.
VII. SIGNATURES – JOB DESCRIPTION CERTIFICATION	
Incumbent (if applicable) **Name:** _____ **Signature:** _____ **Date:** _____	
Supervisor **Name:** _____ **Signature:** _____ **Date:** _____	
Chief Division/Section **Name:** _____ **Signature:** _____ **Date:** _____	