

Economic Cooperation Program Collaborative Hub
Terms of Reference

Administration and Finance Officer

Work Location:	Jakarta, Indonesia
Reports to:	Finance Manager (FM)
Duration of inputs:	24 Months
Budget Source:	Head Contract, Personnel LES

Summary of Expertise Required

The Administration and Finance Officer will coordinate and deliver logistic and broad administrative functions. She/he will manage staff travel and staff movement for the program and ensure the maintenance and regular update of the program security plan and phone tree. The role will also attend to basic finance functions such as petty cash. She/he will report directly to the Finance Manager and will assist the Work Unit Manager (WUM) in day-to-day activities. The role will attend to tasks in line with the operational manual of the program and Cardno International Development Policies and Procedures.

Scope of Services

The key roles and responsibilities of the position are to provide the following:

- Assist in all Collaborative Hub management tasks.
- Assist in the establishment of the ECP Collaborative Hub office including procurement, administration and filing systems.
- Be responsible for management of the ECP's Petty Cash. This includes reviewing the monthly Advance Acquittal Form, Petty Cash Reconciliation Statement, and Cash Count Petty Cash on Hand against Petty Cash Reconciliation Statement.
- Oversee staff managing logistics and administration including travel, general operating procedures.
- Work with the Lead Advisers to ensure administrative processes are efficient and functioning correctly.
- Work closely with WUM and other ECP staff in the procurement process.
- Work closely as needed with activities team colleagues and technical advisers.
- Represent the best interests of ECP in all administrative and logistic matters when dealing with the client, counterparts, and team members.
- Manage and coordinate the record keeping, maintenance, and disposal of assets and inventory, in line with ECP standards and procedures and DFAT requirements.
- Work closely with the Cardno Emerging Markets project corporate Team to arrange visas (formalities documents) for the team as necessary (including assignment letter [nota dinas], KITAS, visas, business visas).
- Where appropriate, support induction process for new staff and visitors to Jakarta.
- Manage relationships (at the appropriate level) with Gol counterparts, the Australian Department of Foreign Affairs and Trade (DFAT) and other development partners. This includes updating contact list of clients and stakeholder every three months.
- Align record keeping practices with ECP record management systems.
- In close coordination with the Activity Support Officer, assist Lead Advisers in preparation of financial reports and logistical arrangements as required.

- In close coordination with the Activity Support Officer, arrange travel and accommodation. This includes the provision of documents required for visa applications and information related to the purpose of the travel and itinerary when required.
- Any other tasks as instructed by the Finance Manager, and other ECP team members.

In addition to these responsibilities, the position will be required to:

- Comply with all DFAT and Cardno policies, including Child Protection Procedures, and Prevention of Sexual Exploitation, Abuse, and Harassment (SEAH) Procedures
- Any offer of employment will require criminal record clearance.

Selection Criteria – Qualifications and Experience

It is expected that the position will meet the following qualifications and experience:

- Diploma or higher degree in business, administration, event management or other related area.
- At least 3 years' experience in office administration and an ability to schedule work routines and follow operational guidelines and procedures.
- Experience in organising logistic arrangements for events, including workshops and secondments, and associated travel bookings. Familiarity with GoI regulation (*Peraturan Menteri Keuangan*) relevant to travel (e.g. per diem) is an advantage.
- A thorough knowledge of the Indonesian regulations on Expatriate Registrations, visa processing, and program administration is required
- Ability to operate Microsoft office products such as Word, Excel, PowerPoint and Outlook.
- Demonstrated ability to professionally communicate with clients and other relevant external stakeholders. Experience in working in an international donor context is an advantage.
- Good communication skills (both oral and written) in English.
- Ability to work independently and to tight timelines.

Overview of ECP Hub Work Unit

The ECP will offer a lean delivery model with low overheads. This will be achieved through shared services that are made possible through the established and highly effective systems already operating in support of Prospera— an Australian Government funded program, implemented by Cardno. The shared services will include, but not be limited to, procurement, financial management, IT and communications. The ECP Hub Work Unit will be based in Prospera, reporting to the Prospera Operations Manager. The ECP Hub Work Unit will coordinate the procurement, contracting, payment and financial reporting for all activities in accordance with the ECP activity implementation guidelines and the Prospera Operations Manual. The ECP Hub Work Unit will also ensure quality assurance and risk management for activity implementation.

About ECP:

The Governments of Indonesia and Australia have entered into the Indonesia-Australia Comprehensive Economic Partnership Agreement (IA-CEPA), creating a framework to unlock the vast potential of the bilateral economic relationship. To support this ambition, the IA-CEPA includes a new Economic Cooperation Program (ECP). The ECP's goal is to maximise the benefits of IA-CEPA, support trade and investment, improve market access, and promote inclusive economic growth in Indonesia. The primary objective is to ensure the efficient and effective implementation of IA-CEPA to increase two-way trade and investment that is broad based and inclusive.

Through a “Collaborative Hub”, the ECP will leverage existing Australian investments in Indonesia by working in partnership with the Prospera economic governance facility, Australia Awards, the Partnership for Australia-Indonesia Research (PAIR) and Investing in Women, whole of government partners such as Austrade, and other sectoral partners, to deliver new activities.

The ECP combines sound trade and development practice by supporting Indonesia to maximise the benefits of IA-CEPA, addressing regulatory challenges (through technical assistance), while resourcing innovative industry engagement in sectors of mutual interest, such as in agriculture; and by investing in standards, skills and private sector development in new areas (such as digital services and advanced manufacturing).