



POSITION DESCRIPTION

Program Background

Cardno Emerging Markets supports the implementation of the Australia–Indonesia Partnership for Justice 2. AIPJ2 is an eight year program which aims to support co-operation between Australian and Indonesian institutions and civil society organizations in order to contribute to the overall goal of:

Strong and accessible justice and security institutions that enhance respect for enforceable rights and rules-based governance systems, over time contributing to stability and prosperity in Indonesia and the region.

The Partnership is strategically aligned to achieve GOI partner policies, implementation plans, budgets and practices that:

- increase transparency and accountability in justice institutions and in the GOI COVID response;
- reduce overcrowding in correctional facilities through restorative justice in the criminal justice system;
- improve the ease of doing business through reforms to commercial case handling
- help prevent violent extremism in prisons, on release and in schools; and
- support bilateral and regional cooperation in transnational crime investigations.
- preventing child marriage;
- protecting victims of sexual violence;
- ensuring family support after divorce; and
- improved access to justice for people with disabilities, especially in the COVID response.

Position Details

For the role of Grants and Contracts Officer

Objectives

The objectives of this role are to support grants and contracts management. This will be achieved through compliance with the Commonwealth Procurement Rules (CPR), project operations manual and (other) relevant policies and procedures. Another key aspect of the role will be supporting and reporting on all aspects of the AIPJ2 grants portfolio, including performance and income reporting. The Grants & Contracts Officer will report to and support the Grants and Contracts Manager in the grant and subcontracting management and expenditure monitoring for the implementation of project activities.

Key activities

- Provide support for the grant and subcontracting management under the Program, including procurement, preparation of grant/subcontractor selection process, budget negotiation, conduct due diligence process, preparing the contract agreement, and conduct an induction before program implementation;
- Monitor the performance of grants, including reviewing the grantee monthly financial report and providing feedback (if necessary) to ensure the report is accountable and completed with supporting documents as per AIPJ2 guidelines.
- Capacity building and facilitating required workshops/training for grantees/subcontractors to understand contractual obligations and donor compliance.
- Monitor the grant and subcontractor payments based on the agreed schedule and ensure the deliverables requirements are completed and save on Egntye / MIS.
- Maintain grants and contracts tracking across AIPJ2 and record all grants and contracts accurately to

support forecast, budget tracking and reporting.

- Support the Operations team to undertake activities to ensure donor compliance, including audit support; on site verification and data quality via field visits (if required).
- Support to the Operation team to provide input into the updated grants manual, operations manual and / or annual planning where necessary regularly;
- Support and liaise with the technical/program team to ensure the grants / subcontractors program implementation is in line with the contractual requirements.
- Assist the Finance Team to support project financial report.
- Maintain stringent standards of personal behavior in interactions with children and take steps to report concerns about child abuse or risks to children.
- Other relevant and reasonable duties and responsibilities as requested by the Grants and Contracts Manager.

Key deliverables

- Efficient grants and subcontracts management in line with donor and complex contractual requirements.
- Provision of audits, financial and risk management.
- Capacity building through supportive relationships with key stakeholders to achieve the optimum standards of financial management and accountability

Essential:

- Bachelor's degree in accounting, management or related field, or equivalent working experience in similar position.
- Minimum of five years' experience in grants management, procurement, and contract compliance or related experiences.
- Strong understanding and practical experience in financial reporting for grants.
- Strong accounting skills.
- Able to demonstrate leadership and good interpersonal relationships with staff, teamwork oriented.
- Strong inter-personal and communication skills.
- Ability to work effectively in a team and strong attention to detail.
- Excellent computer skills including Microsoft Word, Excel, Outlook.

Desirable:

- Experience working with Civil Society Organizations (CSO) under DFAT project is an advantage
- Ability to communicate effectively with individuals and groups, orally and in writing.
- Strong organizational skills and the ability to address multiple issues and coordinate multiple initiatives with appropriate prioritization.

Reports to:

Grants & Contracts Manager

Duration:

one year, with possible extension in line with the project duration.

Commencement:

July 2022

Location:

Jakarta, with possibility traveling to provinces

Remuneration:

Based on the experience of the successful candidate and current market rates.

Other information

Amendments to the position's Terms of Reference may be made during the period of the engagement as required.

All personnel must abide by Cardno's Code of Conduct and compliant policies in relation to Child Protection, Prevention of Sexual Exploitation Abuse and Harassment, Safeguards, Gender Equality and Social Inclusion (GESI). Cardno values diversity and committed to Child Protection in all fields.

Any offer of employment will require criminal record clearance.