

We are Hiring

Administration & Finance Assistant Musi Banyuasin – South Sumatera Based

About Yayasan CARE Peduli (YCP)

Yayasan CARE Peduli (CARE Indonesia) is a humanitarian organization focused on disaster risk management, climate change adaptation and mitigation, biodiversity and environmental pollution, gender equality, and inclusion. CARE Indonesia is committed to overcoming poverty and creating social justice.

CARE Indonesia envisions a world filled with hope, cleanliness, inclusion, and social justice, where poverty is overcome, development is sustainable, and everyone lives safely and with dignity.

CARE Indonesia missions aim to be a humanitarian and development actor that builds community resilience by alleviating poverty, realizing social justice, and ensuring a safe and clean environment.

Through a holistic resilience approach, CARE Indonesia's programs adopt an integrated approach to address identified issues, ensuring robust and sustainable outcomes. This approach balances the reinforcing relationships between economic growth, environmental management, and social justice, with gender equality at the core. The holistic resilience approach aligns with the sustainable development paradigm.

CARE Indonesia consistently ensures that its work aligns with national development priorities by integrating the aspirations and interests of the community with government plans and implementing sustainable practices. This approach refers to CARE Indonesia's agenda and contributes to the Sustainable Development Goals (SDGs).

ABOUT - Women in Palm Oil Communities Project

In Indonesia, about 7.6 million women are engaged in the palm oil sector, representing about half of the total workforce. However, women have little access to financial resources, knowledge and technology to improve their production, skills and lives. Most are not landowners and tend to work as farm laborers or, in the case of smallholders, they work with their husbands on their land. Formal jobs in the palm oil sector tend to be divided by gender.

Similar to other workplace contexts, women in the palm oil sector also experienced sexual harassment and sometimes rape and sexual violence. Most women are reluctant to report crimes to authorities or the companies because they tend to be ignored and/or fear losing their job. Women in the palm oil sector also serve as the primary caregivers at home and are responsible for household chores, which increases their burden and leaves them with no time to engage in other social and productive activities. Women in the palm oil sector have also experienced discrimination

in their work place as well as in their communities. The type of work that most women are assigned to have also had detrimental effects on their health.

This project, Resilience Building for Women in Palm Oil Communities, is intended to address the issues faced by women in the sector. The project have been implemented for 2 (two) years out of 3 (three) years project period (September 2022 to August 2025) in Musi Banyuasin district-South Sumatera, covering 13 villages spread across 3 sub-districts: Sungai Lilin, Keluang and Tungkal Jaya.

The project has four main objectives, as noted below and further explained with aligning activities:

1. Increase women's economic opportunities and improve the economic welfare of themselves and their families.
2. Enhance women's capacity, voice and leadership in the household and community.
3. Improve women's and community health and nutritional status.
4. Develop a holistic resilience/alternative livelihood model as part of the palm oil replanting program.

● **Job Objective/Summary**

The **Administration and Finance Assistant** will be working under the direct supervision of Project Manager. S/he will be responsible for the administrative functions as well as finance and procurement. The main purpose of the job is to ensure the administration, finance and procurement needs of the operation are met in a timely fashion and in compliance with the applicable organizational SOPs, policies and procedures. In addition, s/he will act as safety & security focal point at the field level. This position will be based in Musi Banyuasin District in South Sumatera Province.

● **Duties and Responsibilities**

1. General

- Assist the team with organizing events and workshops;
- Implement a proper filing system for all the response/recovery operation documents, both electronically and in hard copies.

2. Day-to-day finance support

- Review the completeness supporting documents and eligibility of payment requests, including travel, project, and general advances, and vendor payments. Ensure accuracy in payment amounts, corresponding data, tax calculations, and proper authorization.
- Organize with all staff to collect all payment requests with complete supporting document to send to Jakarta Office on weekly basis (every Friday).
- Facilitating release of working advances to staff and reviewing the advance liquidation reports, as well as providing guidance to staff on the advance procedures.
- Manage General Advance/Petty Cash.

- General oversight over outstanding advances under project operation, including staff advances.

3. Office Administration Management, and Safety & Security

- Ensure bills of electricity, telephone, and water paid on time.
- Record field office asset inventory and kept up it up to date.
- Maintain office facilities and office supplies in a proactive and cost-effective manner.
- Ensure all office equipment is in working order.
- Support in collecting, verifying the supporting documents for financial reports of YCP projects
- Support training or meeting activities; contacting consultant (s), speaker (s), providing stationaries, venue, attendance sheets, etc.
- Manage relevant personnel administration (e.g. timesheet) for staff and contractors for timely submission to Jakarta office.
- Arrange accommodation and transportation of YCP staff or visitors.
- Other duties that may reasonably be assigned in line with the position.

4. Procurement

- Coordinate with Procurement Jakarta Team for planning, managing, and providing advice on procurement activities, following rules, procedures and regulations.
- Ensure that all procurement activities adhere to YCP procurement policies and procedures
- Ensure timely, effective and accurate procurement activities.
- Review technical proposals of suppliers and carry out cost/benefit analysis.
- Evaluate offers and make recommendations for the finalisation of purchases and the award of contracts.
- Regular communication and updates on procurement status to program staffs
- Coordinate of purchased equipment.
- Support Operation Team in Jakarta for prepare technical and legal contracts (if needed).
- Manage and coordinate negotiations with all interested parties including vendor contract disputes and claims.
- Support Procurement Jakarta team to prepare reports and status of the procurement activity.

5. Others

- Willing to join with the Emergency Response Team (ERT) in accordance with experience and competence and is ready to be assigned to the disaster site in accordance with the existing needs;
- Other assignments as required by Direct Supervisor and Management.

Requirements

1. Education, experience and technical competencies

- University degree in management, finance, business administration, or related field
- 3 (three) years' experience working with I/NGO environment within administration and procurement and logistics.
- Knowledge of communication software or tech savvy in social media; recording/filing, procurement and logistics is desirable.
- Very good computer skills, MS Office application.
- Very good in learning and documenting implementation process of the project and knowledge management.
- Demonstrate working command of English and excellent Indonesian, both written and spoken are essential.
- ***Most preferably living in South Sumatera region.***

2. Personal attributes & competencies

- Demonstrated commitment to integrity and accountability.
- Excellent interpersonal and communication skills, and demonstrated the ability to effectively interact and work across unit, project and an effective team player.
- Have Customer service attitude, good representation and facilitation skills.
- Results-focused with ability to manage own workload proactively, with own initiative.
- Ability to multi-task and work well under time constraints, including capability to be flexible to respond to changing requirements.
- Committed to fostering respectful, collaborative, learning and empowering work culture.
- Commitment to values that YCP upholds, i.e. Integrity, Diversity, Equality, Excellence and Transformation. Commitment to gender equality and social justice.
- Commitment to Safeguarding Policy: Protection from Sexual Harassment, Exploitation and Abuse and Child Abuse.

HOW TO APPLY

YCP is an equal opportunity employer and we offer collegial working environment and competitive salary and benefits package.

Applicants are invited to send a cover letter illustrating their suitability for the above position, and detailed curriculum vitae, with names and addresses of 4 (four) referees/direct supervisor (including telephone and email address).

Please submit your applications with the subject **# Position applied__Your name #** to :
ycp_recruitment@careind.or.id -- at the latest by **11-December-2024**.

**All applications will be treated confidentially. Only shortlisted candidates will be notified and invited for interview.*

Thanks for your interest in CARE! We are committed to each other and to the protection of the people we serve. We do not tolerate sexual misconduct within or external to our organisation and imbed child protection in all we do. Protection from sexual harassment, exploitation and abuse and child protection are fundamental to our relationships, including employment, and our recruitment practices are designed to ensure we only recruit people who are suitable to work with other staff and the people we serve. As well as pre-employment checks, we will use the recruitment and reference process to ensure potential new staff understand and are aligned with these expectations.
