

WE ARE HIRING

FIELD ADMINISTRATION & FINANCE OFFICER

Project Location in Pangalengan Sub-District, West Java

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 humanitarian and development actors that build 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 community's aspirations and interests with government plans and implementing sustainable practices. This approach refers to CARE Indonesia's agenda and contributes to the Sustainable Development Goals (SDGs).

ABOUT the Project

Indonesia ranks 4th as one of the countries with highest prevalence of stunting. To further accelerate stunting reduction, the Government has issued Perpres 72/2021 with a target to reduce stunting to 14% by 2024. To accelerate the progress, the Government has encouraged and invited the participation of various stakeholders including the private sector to support the national effort to reduce stunting in Indonesia.

In response to the campaign, YCP is anticipating a partnership with a national donor to support prevention and acceleration of stunting reduction efforts focused in Pangalengan Sub-District, West Java.

The project is supporting the implementation of Presidential Decree or Perpres 72/2021 on Acceleration of Stunting Reduction and aligns with the National Action Plan on Acceleration of Indonesia's Stunting Reduction (RAN PASTI).

The project is intended to contribute to the goal of prevention and acceleration to reduce stunting in Pangalengan Sub-District, West Java, through interventions that address access to nutrition and waste management for economy circular contribution.

The project will be implemented over a period indicatively from April to November 2025 in the Pangalengan Sub-District, West Java Province, with focus in 2 villages (Sukamanah and Margamukti).

YCP is planning to hire a Field Administration & Finance Officers in managing the prevention and acceleration to the stunting reduction project, including to provide technical support to YCP's partners in implementing project activities in the project locations. She/he is also expected to contribute to the development of stunting programs by YCP in the future.

Job Objective/Summary

The Field Administration & Finance Officers will support the Stunting Reduction Coordinator, and YCP Specialists as well as Programme Manager to ensure effective and timely implementation of the project related to prevention and acceleration to reduce stunting.

The position is responsible for the quality and effectiveness of YCP's and accountable for coordinating and managing as well as operational activities under the portfolio in village.

This position will be based in Pangalengan Sub-Districts and will be under direct supervision of and reporting to the Stunting Reduction Coordinator. This position is the key focal point for the project support, implementation, and administration/financial reporting.

Duties and Responsibilities

1. Project Management

- a. Support the preparation of field-based activities work plan in consultation with the project team, local stakeholders, and Stunting Reduction Coordinator. This should include regular contact with local government counterparts to ensure they are fully and appropriately involved in the project in the form of coordination, planning, synchronized implementation, reporting, monitoring and evaluation or any other aspect that requires local government support.
- b. Support in ensuring guidelines/SoPs and compliance instruments to guide the project implementation. He/she will ensure the project complies with these instruments.

- c. Support project implementation and reporting in a timely manner and produced quality results in accordance with the project's objectives.
- d. Support the program principles and project standards as well as YCP organization value and take appropriate steps to correct or improve identified areas.
- e. In collaboration with the YCP's Gender and Social Inclusion Specialist, ensures integration of gender equality sensitive and social inclusion into the project activities and ensures a DO NO HARM principle across project activities. This would entail support a proper risk assessment and identifying mitigation measures to ensure safe environment for women and vulnerable groups' engagement in the project.
- f. Support in building local institutions and communities' capacities.
- g. Support in identification and facilitation targeted skills development initiatives needed to improve institutionalization of the community groups.
- h. Support in identification and promptly communication to senior management in Jakarta any problems in implementation.
- i. Any other necessary administration needed required by YCP pertaining to project.

2. Administration & Accountability

- a. Support proper process and documentation for all forms of financial and procurement transactions under the project in compliance with YCP's policies and guidelines.
- b. Support timely reporting and settlement of financial and procurement under the project.
- c. Assist the team with organizing events and workshops.
- d. Review and validate payment request and make sure payment within the approved budget, within cost norms, and are appropriately supported by sufficient receipts / complete supporting documents and meet the requirements.
- e. Organize with all staff to collect all payment requests with complete supporting document to send to Jakarta Office on weekly basis (every Friday).
- f. Facilitating release of working advances to staff and reviewing the advance liquidation reports, as well as providing guidance to staff on the advance procedures.
- g. Manage General Advance/Petty Cash.
- h. General oversight of the outstanding advances under project operation, including staff advances.
- i. Implement a proper filing system for all the response / recovery operation documents, both electronically and in hard copies.
- j. Support training or meeting activities; providing stationaries, venue, attendance sheets, etc.
- k. Manage relevant personnel administration (e.g. timesheet) for staff and contractors for timely submission to Jakarta office.
- l. Arrange accommodation and transportation of YCP staff or visitors.

- m. In coordination with Program Manager and Safety & Security Focal Point to ensure security and safety is in place, both at workplace and field activities.
- n. Support to collaborate closely with the Jakarta-based team during audit undertaking.

3. Procurement

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

4. Monitoring, Reporting and Documentation:

- a. Support monthly reporting to Programme Manager on a timely basis.
- b. Support the quarterly, bi-annual, and/or annual reports to be used for tracking progress with the local government and donor.
- c. Support development of work plans, action plans, training materials.
- d. Support project implementation activities and budget milestone report based on the project workplan.
- e. Support all monitoring and quality project documents (Stakeholder list, Beneficiary Summary Sheet, Monthly distribution reports, etc.) are properly filled in and checked for accuracy.
- f. Support in reviewing the quality of available data, methods of collection, and the extent to which the data can provide good information for monitoring and evaluating project outcomes.
- g. Support in verifying the progress of all related interventions using gender-sensitive performance indicators that will be part of the Activity Monitoring and Evaluation Plan. Working with Gender Specialist to Collect sex-disaggregated data, monitor all people-level indicators, and use gender analysis tools to identify potential gender gaps and constraints.

5. Government Liaison/External Relations:

- a. Represent YCP for the day-to-day project implementation vis-à-vis the donor and local government at sub-district level.
- b. Establish and maintain positive working relationships with stakeholders at sub-district levels.
- c. Support Stunting Reduction Coordinator to ensure YCP program features represented in different media like print, electronic and social media.

Requirements

1. Education, experience and technical competencies

- a. Bachelor Degree or equivalent in relevant field (Health, Social, Developmental Studies, Public Administration, Business Administration, etc.)
- b. At least 3 (three) years of experience in project management particularly with high degree of community engagement and capacity building.
- c. Experience in conducting training, and facilitating group discussions or trainings to stakeholder / beneficiary is desired. Experience in organization development and change management is preferred.
- d. Proven track record of effective communication, engagement, and advocacy with local government (at provincial, district, sub-district, and village levels). Experience and familiarity with Bandung District especially Pangalengan Sub-District region is a plus.
- e. At least 2 years of experience working as a development professional with NGOs or other civil society organizations.
- f. Demonstrated experience and competency in project monitoring and evaluation and data management.

2. Personal attributes & competencies

- a. Demonstrated commitment to integrity and accountability.
- b. Excellent interpersonal and proven ability to develop and maintain effective and frequent communication and trusted relationships with internal and external stakeholders.
- c. Undertake all areas of responsibility in a professional manner and in a way that enhances the reputation of the project and the reputation of YCP.
- d. Readiness to work with people of all backgrounds without bias. Ability to work sensitively with people from various cultural and social backgrounds.
- e. Have effective planning, organizational and time management skills. Proven ability to manage competing priorities and team work to achieve targets by delegating work effectively.
- f. Ability to multi-task and work well under time constraints, and under pressure.
- g. Ability to work in a team including capability to be flexible to respond to changing requirements.
- h. Ability to communicate accurately, and effectively through the written word.
- i. Have excellent analytical skills.
- j. Committed to fostering respectful, collaborative, learning and empowering work culture.
- k. Commitment to values that YCP upholds, i.e. Integrity, Diversity, Equality, Excellence and Transformation.

- l. Commitment to gender equality, social justice, and Do No Harm principles.
- m. 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 to : ycp_recruitment@careind.or.id at the latest by **20/04/2025**.

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

**We do not provide correspondence related to this recruitment and do not provide notification of application/CV received.*

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 organization 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.
