

WE ARE HIRING

ADMINISTRATION & FINANCE OFFICER

Project Location: Mimika District, Central Papua

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 the Health Village Project

Indonesia faces a complex health landscape marked by high rates of both communicable and non-communicable diseases, alongside ongoing challenges in maternal and child health. Tuberculosis and malaria remain significant issues, particularly in rural and remote areas, with malaria rates highest in eastern regions such as Papua.

In Mimika District, Papua, malaria and tuberculosis are prevalent, straining limited healthcare resources. Non-communicable diseases (NCDs) like diabetes, hypertension, and heart disease are also rising across the country due to urbanization, lifestyle changes, and limited access to preventive healthcare, impacting both urban and rural communities, including Mimika. Maternal and child health remains a national priority as Indonesia works to reduce maternal and infant mortality rates, though remote areas like Mimika face additional challenges due to limited healthcare facilities and difficult geographic conditions that restrict access to timely, quality care. These combined burdens underscore the importance of comprehensive healthcare strategies to improve health outcomes nationwide and in vulnerable districts like Mimika.

The project is intended to contribute to the Healthy Village Mimika for the health condition improvement in 14 villages in Mimika District, Central Papua. The project will be implemented again over a period of 2 year (early October 2025 – end of September 2027).

To implement this initiative, Yayasan CARE Peduli (YCP) is looking for qualified and dedicated Administration and Finance Officer to support the implementation of the program/project.

Job Objective/Summary

The Administration and Finance Officer will be working under the supervision of Project Manager will be responsible for the administrative functions as well as mentoring and coaching, finance, and logistic/procurement. He or She will support admin, finance, logistic/procurement according to YCP's policy and procedures. This position will be based in Mimika, Central Papua. Mainly give assistance for implementing partners of the Kampung Sehat program.

Duties and Responsibilities

1. Office, Finance and Administration Management (50% of time spent)

- Responsible for administrative, financial, and procurement functions by ensuring that operational administrative, financial, and procurement needs are met in a timely manner and in accordance with applicable SOPs, policies, and organizational procedures.
- Facilitate workshops for Implementing Partner (Mitra Program Kampung Sehat & STBM) on project/organizational financial management, budgeting, and good governance.
- Collaborate with YCP Program Team to develop materials, resources, and actionable plans tailored to each Implementing Partner's unique situation for Project Financial Management based on the Capacity Assessment Report.
- Provide ongoing support and counseling to encourage good financial management habits at Implementing Partners Organization.
- Keep detailed records of interactions, progress, and outcomes of all Implementing Partners Organization and Report on financial capacity building effectiveness, providing insights and data that can be used to improve the approach.
- 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
- Maintain good filing of the leases, insurance, licenses, etc.
- Ensure all office equipment is in working order
- Support training or meeting activities; providing stationaries, venue, attendance sheets, etc.
- Support Project Manager in collecting, verifying the supporting documents for financial reports
- Ensure bills of electricity, telephone, and water paid on time.
- Ensure the use of log book and regularly check the records fuel usage, and vehicle mileage.
- Maintain field office vehicles and ensure their regular maintenance
- Provide access to timely and affordable maintenance and repair facilities.
- Represent YCP with the Provincial and district government for relevant support matters.
- Arrange accommodation and transportation of YCP staff or visitors.
- In coordination with Project Manager, ensure that staff follow security and safety policy
- Other duties that may reasonably be assigned in line with the position.

2. Procurement/Logistic (50% of time spent)

- Plan, manage, and provide advice on procurement activities, following rules, procedures and regulations.
- Ensure that all procurement activities are based on 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 shipping and delivery arrangements of purchased equipment.
- Develop and prepare technical and legal contracts.
- Manage and coordinate negotiations with all interested parties including contract disputes and claims.
- Prepare reports on procurement activity.

Requirements

1. Education, experience and technical competencies

- University degree in management, business administration, or related field.
- Three years' experience working with I/NGO environment within administration and procurement and logistics.
- Knowledge of procurement and logistics is desirable.
- Very good computer skills, MS Office application.
- Demonstrate working command of English and excellent Indonesian, both written and spoken are essential

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 a respectful, collaborative, inclusive, 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 and Do No Harm principles.
- 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: yyp_recruitment@careind.or.id at the latest by **20/10/2025**.

**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.
