

We are Hiring

Administration & Finance Assistant Temanggung Regency, Central Java 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-Led Regenerative Coffee, Traceability, and Gender-Equitable Supply Chains Project

This three-year project empowers 2,800 women coffee farmers in Central Java to increase their income, climate resilience, and leadership within their communities. Although women perform much of the planting, harvesting, sorting, and post-harvest work in Indonesia's coffee sector, they remain under-recognized and lack access to land, training, finance, and decision-making spaces. Gender norms and unpaid care burdens prevent many women from participating in government agricultural programs, which are often inaccessible and not tailored to their needs. As climate risks intensify—including irregular rainfall, drought, and flash floods—women farmers require targeted support that acknowledges their roles, constraints, and potential.

The project addresses these systemic barriers through four integrated strategies:

1. Strengthening women farmers' technical capacity in regenerative and climate-smart agriculture to increase productivity and ensure long-term soil and ecosystem health;
2. Advancing women's economic empowerment through Village Savings & Loan Associations (VSLAs), financial literacy, marketing skills, and livelihood diversification;
3. Enhancing market access by establishing a transparent and traceable supply chain, enabling women farmers to participate more equitably in sustainable coffee markets; and
4. Improving gender-responsive community governance by building grievance mechanisms, reducing gender-based risks, and promoting women's leadership in household, farmer-group, and village-level decision-making.

By combining regenerative agriculture, financial inclusion, market integration, and gender-transformative approaches, the project enables women coffee farmers to build resilient livelihoods, influence community decisions, and contribute meaningfully to Indonesia's sustainable coffee sector. The initiative will reach 19,600 people (2,800 women farmers, 2,800 men, and approximately 14,000 household members) and produce a scalable model for gender-responsive, climate-smart coffee production in Indonesia.

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 Temanggung Regency in Central Java 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 Temanggung or Central Java 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 19/06/2026.**

**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.
