TERMS OF REFERENCE

Administrative Assistant - ICLEI Indonesia Office (IO)

(Last updated 11 July 2019)

Direct Supervisor	: Finance and Operations Officer
Location	: Jakarta, Indonesia
Classification	: Service Contract
Conditions	: Renewable, 6 months probationary
Working hours	: Full-time employment of 40 hours/ week; periodic communication with global partners may require work beyond office hours
Starting date	: Mid-August 2019
Payment	: IDR 5,400,000 per month (all inclusive)

About ICLEI

ICLEI - Local Governments for Sustainability is the leading global network of over 1,500 cities, towns and regions committed to building a sustainable future. Established in 1990, ICLEI became the official focal point for Local Governments and Municipal Authorities (LGMA) at COP/ UNFCCC conferences. It provides capacity building services for local governments to improve development planning, policies, decisions and actions on sustainability management. By helping the ICLEI Network to adopt urban pathways on low carbon, resilient, nature-based, people-centered, and circular development, ICLEI impacts over 25% of the global urban population.

The *ICLEI Southeast Asia Secretariat* (ICLEI SEAS) serves members in Indonesia, Thailand, Malaysia, and the Philippines. The secretariat has gained recognition from its experience in empowering local governments in the region by designing, promoting, and drawing external support to implement programs on urban resiliency, low emission development, integrated resource management, and other sustainability themes. ICLEI SEAS continuously inspires and invites local governments from provinces, cities, municipalities, and urban regions to forge partnerships for sustainability concerns specifically in terms of addressing climate change vis-à-vis urbanization; and encourage them to make this an important consideration in local development planning.

ICLEI's work in Indonesia took off in 2000 with the Cities for Climate Protection campaign which successfully paved the way for expanding its advocacies on climate change mitigation in the country. In 2013, the ICLEI Indonesia Office officially started its operations. Over the years, it has tackled sustainability themes and strengthened its membership base across the nation which led to the establishment of "Yayasan ICLEI – Local Governments for Sustainability Indonesia" in December 2017.

General Function

The ***Administrative Assistant (AA)*** will work closely with the *Finance and Operations Officer* in performing a wide range of finance and office support activities for the organization. As such, s/he will also support the *Country Manager* and *Project Officers*--ensuring that all administration tasks are completed accurately and delivered in a timely manner. Qualified applicants must possess a sound understanding of the financial accounting and auditing standards of Indonesia and are familiar with managing office operations. S/he must also have good communication skills, excellent command of the English language, both oral and written, and eagerness to learn and contribute in a team-driven atmosphere.

Specific Duties and Responsibilities

Under the overall direction and supervision of the *Finance and Operations Officer* and the Country Manager, the *Administrative Assistant* will have the following duties and responsibilities:

i. Support in streamlining accounting and finance records:

1.) Manage and secure the office's petty cash supply
2.) Lead the preparation of the cashbook
3.) Ensure complete filing of vouchers; check supporting documents to ensure accuracy according to the ICLEI format
4.) Ensure vouchers are equipped with complete, original, accurate supporting documents
5.) Assist the FOO in monitoring Accounts Receivables and Account Payables from project activities
6.) Assist the FOO in preparing bank reconciliation statements to ensure that all cash transactions appearing in the books of ICLEI Indonesia will match the bank records
7.) Assist FOO in preparing the ICLEI Indonesia Office annual operating budget; project-specific budgets, and financial reports.

ii. Support office administration and operations:

1.) Respond to, screen, and transfer inbound phone calls.
2.) Serve as main receptionist to receive and direct visitors and/or clients
3.) Perform general clerical duties including photocopying, faxing, sorting, and distributing inbound correspondence.
4.) Maintain and update digital and hard copy filing system
5.) Resolve administrative challenges and inquiries by coordinating preparation of reports, analyzing data, and identifying solutions.
6.) Maintain supplies inventory by regularly checking stocks; anticipating needed supplies; placing and expediting orders for supplies; verifying receipt of supplies
7.) Coordinate and implement maintenance procedures for office equipment
8.) Implement preventive maintenance of office equipment; coordinate repairs if necessary
9.) Handle fixed asset inventory and tagging
10.) Coordinate filing and processing of office forms such as Travel Authorization, Timesheet, and Leave Application

iii. Other tasks

a. Provide logistical and administration support during events
b. Maintain and update contacts database
c. Perform other tasks as maybe assigned from time to time

Qualifications

Education	1. Bachelor's degree in Administration or Accounting. 2. Working proficiency of English both oral and written is preferable.
Working competencies	1. Relevant finance experience is preferable, particularly in international or local NGO environment. 2. Familiarity of spreadsheet software including Microsoft Office applications (e.g. Access, Excel, Words, Power Point, etc.) is a must. 3. Understanding and experience on finance-related law and regulations in Indonesia, particularly related to cooperation with local and national governments, as well as international donors, is an added point. 4. Good organizational and planning skills, professional judgment, discretion, and problem solving. 5. Ability to communicate concisely and clearly. 6. Ability to perform a variety of specialized tasks related to results-based management, including support to design, planning and project implementation and reporting. 7. Ability to establish and maintain contacts with operational-level, officials of the participating local governments and other stakeholders required. 8. Possess excellent, analytical, organizational, interpersonal, communications and writing skills. 9. Shares knowledge and experience and actively work towards continuing personal training, acts on a learning plan, and applies newly acquired skills.
Corporate competencies	1. Demonstrates commitment to ICLEI's vision, mission, and values.

	2. Exerts strict adherence to corporate rules, regulations and procedures. Familiarity with the internal control framework and results-based management tool is a must. 3. Upholds integrity and honesty as personal value, with thorough attention to details. 4. Ability to work in international environment and willingness to learn. 5. Must demonstrate intellectual and social flexibility, cultural, gender, religion, race, nationality, and age sensitivity and adaptability 6. Ability to manage multiple tasks at the same time without compromising both the quality of output/s and project deadlines. 7. Must be willing to address and disclose work-related issues and problems in constructive and problem-solving approaches

To apply, please submit a **Cover Letter** that demonstrates your experience, qualifications, salary expectation, and why you feel you would be the right choice for this position, along with your **latest CV**, completed **Key Selection Criteria Response Form**, and other **supporting documents** (Certificate of Education, Certificate of Work, etc.).

Please send all materials in **one .pdf file** through email with subject "**AAS – [your name]**" no later than **18.00 WIB on Friday/ 27 July 2019**, to: iclei-indonesia@iclei.org.

**) You may combine all documents using free online application such as smallpdf.com.*

Please use English for all communications. Only successful candidates will be contacted. No phone call is entertained. For more information about ICLEI Southeast Asia Secretariat and ICLEI Indonesia Office, visit http://icleiseas.org/.