

## INFORMATION PACKS:

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Position Title:	<b>Provincial Administration Officer</b>		
Eligibility Criteria:	Open to Nationals Only	Location:	Central Java
Position Type:	Long Term Position	Term:	24 months plus possible extension
Reporting To:	Office Manager		
Staff:	N/A		

### 1. PROJECT OVERVIEW

The Australia-Indonesia Partnership for Promoting Rural Incomes through Support for Markets in Agriculture (PRISMA 2) is a five -year program (2019 - 2023) funded by the Australian Government's aid program and implemented in cooperation with the Government of Indonesia. The program will build upon the achievements and results of Phase 1 (2013-2018), using a market systems development (MSD) approach to support inclusive economic growth in Indonesia's agriculture sector.

PRISMA 2 will improve smallholder farmers' competitiveness and access to new markets, better inputs, know-how and technology. It will aim to achieve a sustainable 30% increase in the net incomes of a further 700,000 smallholder farming households in Indonesia by 2023 (total 1 million farming households). The program operates in six provinces: East Java, West Nusa Tenggara (NTB), East Nusa Tenggara (NTT), Papua, West Papua and Central Java.

### 2. PURPOSE OF THE POSITION

Under the direction of the Office Manager, the Provincial Admin Officer will assist the Office Manager in supporting the PRISMA program for accomplishing various administration task to support day to day administration and office operation of PRISMA program in provincial level.

### 3. ROLES AND RESPONSIBILITIES

This position will be expected to:

#### A. Undertake **Receptionist Duties in Provincial Office**

- Undertake receptionist duties including screening incoming phone calls and receiving visitors, vendors and deliveries in line with our policies and procedures
- Managing visitor log book both for domestic and expatriate's guests, and regularly scan and file it
- Managing courier delivery services for courier service
- Managing incoming and outgoing letter in line with our policies and procedures
- Regularly scan and file incoming and outgoing logbook
- Assist visitor to contact taxi (if available in the area)
- Ensuring the latest edition of newspaper/magazine available in the receptionist area
- Make a coordination to Communication team to ensure the latest update flyer/brochure/info cards about PRISMA 2 is available in our receptionist area

#### B. Provide **General Administrative Support in Provincial Office**

- Maintaining an efficient office documentation and filing structure in line with PRISMA 2 filing system, specifically file structure in Admin unit
- Follow up to scan documents and file it into the file system
- Providing and analysing data from Admin file based on request

- Communicate effectively with AO (General Office) in Surabaya to processing documents that need verification and approval from Office Manager and Chief Operations Officer in Surabaya
  - Maintain outgoing letter numbering for Provincial office letter in share point
  - Create desk signage for all staff and ensure it stick properly on each staff's desk
  - Maintain gift register data and ensure it is well record
  - Preparing and updating welcome note provincial area information and share it to the new staff who are new join in the provincial office
  - Support organise provincial events in starting from preparing simple budget, activity request and arranging any logistical requirements in line with event procurement procedure
  - Based on approval from Office Manager, Support program events in person in the field if require
  - Communicate effectively with IT and MIS team to ensure the LAN, database MIS system and internet connection in provincial office well set up and liaise with IT or MIS if there is a problem related on it.
  - Update potential social risk that could be a risk for program in provincial area and communicate effectively to Office Manager and all staff
  - PAO should be able to communicate effectively potential security risk in provincial area to Safety Officer in Surabaya
  - Maintain petrol voucher for provincial office (if any available in provincial office) and maintain the log of petrol voucher and processing the request for the purchase of the petrol
  - Maintain the balance of GTO stock (if any available in provincial office) and processing the request for the purchase of top up balance including maintain the log of GTO usage by staff
- C. Undertake **Simple Operation Procurement Process in Provincial Area**
- Assist in managing simple office operation procurement good and services in provincial area and must in line with our policy. This includes seek for RFQ, obtaining competitive quotations, doing simple assessment analysis, managing procurement records and documentation of procurement
  - Processing procurement filing as per our guidance and system
  - Register tender summary & summary & another related tracker (panel etc)
  - Collecting support documents for invoice procurement good and service
  - Make a good coordination to AO General office in related invoice procurement using Admin cost code and ensure it is record properly in Admin invoice tracker by AO General Office
- D. Assist **Asset Management** in Provincial Office
- Managing asset register province office for PRISMA 2
  - Coordinate effectively asset register from provincial offices to Office Coordinator
  - Regularly do physical check for asset in provincial office and coordinate effectively with Office Coordinator in Surabaya
  - Processing asset handover and asset return to provincial staff
  - Processing and coordinating any lost assets and record it properly
  - Coordinate the maintenance of IT related assets, including staff laptops, handphone and computers
  - Ensure that issues related to broken IT Asset and the maintenance are resolved in a timely manner, if needed coordinate it with IT team.
  - Communicate effectively with the Office Manager to update equipment and furniture and office facilities needed for provincial office
- E. Undertake Provincial **Office Maintenance**
- Day to day maintenance of the office facilities for provincial office

- Ensuring an effective and safe working environment in provincial office, including coordinating security services for the building
  - Regularly coordinate with office maintenance contractor for cleaning AC, fill in AC maintenance log and other day to day office maintenances in provincial office
  - Ensure the office facilities in provincial office work properly, comfort and clean
- F. Managing **Provincial Outsource staff**
- Supervise the day-to-day performance of the cleaners, driver and security staff including checking their schedules, monthly report, leave and timesheets
  - Intense coordination with Office Manager related the performance and any issued related outsourced team
  - Undergo performance review for outsourced team every 6 months and communicate effectively to the outsourced company
  - Maintain the provincial driver's schedule, and regularly share it to Surabaya AO (Travel & Logistic)
  - Checking vehicle log book from drivers in Provincial Offices
  - Follow up any accident insurance verification if needed and follow up to the outsourced company
  - Manage office cars schedule for regular service and maintenance and coordinate with vendors for the schedule
- G. Processing **Provincial Admin Regular Payment**
- Processing invoices in category Admin Regular Payment such as monthly utilities, monthly internet, monthly office consumables cost, monthly cars, monthly outsource bill and soon
  - Create the regular payment form from system, and process it in line with the system and procedure
  - Coordinate with AO (General Office) to receive documents from provincial office and processing it accurately
  - Maintain record copy invoice and ensure the estimate date when the original invoice will be receiving and send it to AO (General Office) in Surabaya
- H. Maintaining the need for **Provincial Office Cash Advance**
- Maintaining an office advance for paying any provincial office need
  - Make a claim for reimbursement acquittal to the head office in Surabaya every month
  - Processing request advance for provincial office every month
- I. Processing **Travel Booking for Ticket & Hotel for Specific Area where PAO Work**
- Processing air ticket booking and hotel in line with travel policy
  - Processing travel cancellations and travel reschedule
  - Processing ticket purchase order and hotel guarantee letter to travel agent and Surabaya office through AO (General Office)
  - Maintain travel data tracker
  - Completing support documents for any air ticket refund
  - Make a good coordination to another AO (Travel & Logistic) that manage centralise data for air ticket refund
  - Filing travel request forms and other related travel documents in Admin file system
- J. **Support Provincial Manager**
- Help prepare provincial level correspondence and communication under the direction of the Provincial Manager for example collect data report etc.
  - Arrange provincial level activities under coordination with Provincial Manager

- Maintain good relationship with Provincial Government agency and other donor in the area
- K. Provide other **high level administrative support** as required in relation to Office functions and as directed by Office Manager and the Chief Operation Officer

## 4. KEY SELECTION CRITERIA

### Essential Skills/Experience Required:

- Minimum a Bachelors' degree in a relevant field.
- Minimum 5 years of experience in handling administration duties in an organisation of similar size and scale.
- Proven ability in handling multiple tasks effectively under heavy time and work pressure.
- Proven ability to plan and manage schedules, files / database and working materials as well as to maintain confidentiality of documents and information.
- Warm personality with strong communication and interpersonal skills to effectively deal with clients and stakeholders from diverse backgrounds.
- Problem solver
- Fluency in English and Bahasa Indonesia.
- Ability to work effectively with Microsoft Office applications.
- Understanding of the procurement cycle
- Attention to detail
- Ability to work under pressure
- Experience in managing and organising events/activities
- Ability to develop simple budgets
- Proactive, creative and analytical thinking
- Lobbying & Negotiation skills
- Well Understanding about PMK (GOI standard cost)

## 5. FUNCTIONAL RELATIONSHIPS

This position:

- Reports to PRISMA Office Manager
- Working closely with Provincial Manager
- Working closely with other operation and program team of PRISMA

## 6. APPLICATIONS

Application close on **30 April 2019**.

### CV and Application

Read the full details and how to apply here [PRISMA2 PAOCentralJava](#) submit your CV and application addressing the key selection criteria noted at Item 4 above. Emails should be sent to [recruitment@aip-prisma.or.id](mailto:recruitment@aip-prisma.or.id) noting "Position - your name" in the email subject line.

Notes

- Curriculum Vitae to be no more than seven (7) A4 pages

- Please include two (2) referees with your CV
- Indonesian nationals and female candidates are encouraged to apply