

Open Vacancy

Dear All,

Please find below open position.

We are trying to find the best possible candidates to make team stronger.

AMBON, MALUKU

New Zealand – Maluku Access to Renewable Energy Support (NZMATES)

About Mercy Corps Indonesia

Mercy Corps Indonesia (MCI) is a local Indonesian non-profit organization, which implements humanitarian and development assistance programs throughout the country. MCI's mission is to empower people in Indonesia to become healthy, productive, and resilient communities. Resilience means an ability to recover form or adjust easily to misfortune or change.

Program Summary

The New Zealand Ministry of Foreign Affairs and Trade (MFAT) has, through its Aid Programme provided funding for the New Zealand – Maluku Access to Renewable Energy Support (NZMATES) programme. New Zealand-based renewable energy company [Infratec Ltd.](#) has been tasked with the delivery of the NZMATES programme. Infratec has engaged with MCI to jointly implement this five-year programme.

The main goal of NZMATES is to improve social well-being and economic development in Maluku province by supporting, accelerating, and enabling the sustainable development and utilization of the areas' renewable energy (RE) resources (mainly hydro, solar, wind, and biomass) for the benefit of local communities. NZMATES partners and collaborates closely with PLN and EBTKE on increasing the use of renewables and improving energy access through grid-connected and off-grid RE projects.

NZMATES aims to promote and boost RE projects' identification, attractiveness and viability, social and environmental assessments, technical considerations, and triggering and facilitating investment and funding from government, private sector, or other donors.

The NZMATES Team is based in Ambon and provides support to fill gaps in knowledge, resources, and research, and will ensure that projects are aligned with the Government of Indonesia and community development framework and objectives. The support for RE projects includes assistance for project identification and appraisal, technical and social assessments, finance matching, and for strengthening the long-term sustainability of renewable energy projects.

NZMATES also enhances local public and private sector capacity and offers opportunities for direct training, technical exchange programmes, and interaction between Maluku educational institutions and NZ renewable energy specialists.

1. Senior Finance and Admin Officer (SFAO) - NZMATES

General Position Summary

The Senior Finance & Admin Officer (SFAO) will be part of the NZMATES Team, based at Mercy Corps Indonesia's office in Ambon, and travel occasionally within Indonesia.

The SFAO will work in the Finance Department under the direction of the Finance Director and the Senior Finance Officer Jakarta will ensure the accuracy and completeness of Mercy Corps Indonesia accounting records and will have primary responsibility for managing the monthly accounting cycle. The SFAO will provide administration support of finance task related to ensure the smooth and efficient operation of the NZMATES Programme Management Office (PMO).

As the Senior Finance & Admin Officer, the key responsibilities are to maintain financial control of the day-to-day operations within Finance Services including the provision of procurement support; as well as maintaining and updating accounting procedures and delegations, preparing monthly reconciliations, and assisting in the preparation of the annual financial statements.

The SFAO position is based in Ambon, Maluku and requires up to 20% travel to project locations in Maluku and possibly other locations in Indonesia.

Essential Job Responsibilities

Finance:

- To provide high quality and effective financial support and assistance to the Programme Manager, Finance Manager and Programme staff as required.
- Maintain project financial records and monitoring systems to record and reconcile project expenditures, payments, statements, and other data as required
- Assist the Finance Manager in responding to audit inquiries and work closely with SFAO at Jakarta Office
- Daily coordination with the finance department and oversee daily cash count
- Manage the month-end accounting close process, ensuring the accuracy and completeness of the ledger, sub journals and all supporting documentation in Ambon office.
- Primary responsibility for maintaining the general ledger software files, including set up and maintenance of new project accounts, regular back-up of files, etc.
- Review sub journals and upload data to the general ledger
- Prepare revenue recognition entries and other final closing journal entries
- Ensure and monitor on a timely basis all financial transactions and monitor them to ensure that they are accurate, complete and reliable as entered in the ledger.
- Enter, post, and maintain filing of monthly journal entries
- Prepare month end balance sheet account reconciliations
- Coordinate the preparation and ensure the on-time submission of the monthly reporting package to HQ
- Oversee the maintenance of all accounting records, ensuring that records are complete, accurate and safeguarded
- Assist in the training and support for other program team member on finance matters in field offices, including answering daily questions, training new hires, making field visits, etc.

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- Monitor cash and bank balances and provide monthly cash flow requests to MCI Jakarta; prepare consolidated office cash flow requests to HQ
- Conduct himself/herself both professionally and personally in such a manner as to bring credit to Mercy Corps and to not jeopardize its humanitarian mission
- Provide information to programme team members on finance procedures and requirements, and support the team to ensure requirements are met
- Monitor budget expenditure and prepare expense and budget vs. actual reports for relevant programme activities (events, contracts, projects etc.)
- Other duties as assigned.

Administration:

- Responsible for reception, answer telephone calls, receive and register incoming mail, and welcome visitors
- Ensure telephone and internet access for all staff
- Manage office supplies
- Maintain filing system of finance and admin-related documentation both hard-copy and digital files
- Assists the procurement and disposal of assets (equipment, furniture, supplies, etc.), communications, travel and vehicle, and security arrangements of the office
- Monitors inventories and maintains all administrative and financial records of the office
- Maintains all administrative and financial records of the office
- Provide finance administration support to the Programme Manager, and other team members

Qualifications:

- University Degree, accounting degree, or equivalent experience in finance, admin, business or similar field;
- Minimum 5 years' experience in financial management, administration and/or related fields in the Finance Department of an international NGO is preferred;
- Experience working in socio-economic development, energy access, renewable energy or environment sector preferred;
- Possess strong accounting and analytical skill;
- Strong communications skills, networking, and experience working as part of a multi-disciplinary team. Able to adapt and maintain good relationship with colleagues and external stakeholders;
- Experience engaging, networking, and communicating with government officials;
- Ability to be flexible, open-minded and creative;
- Strong familiarity with Word, Excel and PowerPoint;
- Demonstrated competency with computerized general ledger software. Advanced computer skills in MS Office programs, particularly Excel;
- Prior management experience, strong organizational skills and attention to detail;
- Fluency in English verbal and written communication;
- Willingness to travel occasionally to field locations to scope site locations;
- Experience working in Maluku province, especially remote areas, and understanding of local context.

2. Senior Program Administrator (SPA) – NZMATES

General Position Summary

The Sr. Programme Administrator (SPA) will be based at Mercy Corps Indonesia's office in Ambon. S/he will be responsible for the overall administration of the NZMATES Programme, in close collaboration with the Programme Manager. As such, s/he will play a role in and be responsible for: administration, office correspondence, stakeholder engagement and coordination, and external communications. The PA will look after the administrative jobs associated with the programme from keeping in touch with contractors, scheduling appointments, procuring supplies, visiting programme locations and helping to prepare reports.

The SPA position is based in Ambon, Maluku and requires up to 20% travel to project locations in districts, other Maluku islands and others if required.

Essential Job Responsibilities

- The Sr. Programme Administrator (SPA) will work closely with the Programme Manager on the administration aspects of the NZMATES programme.
- Provide administration support for PM including subcontract administration, consultant agreements, invoice reviews, processing documentation for hiring staff, reviewing timesheets, drafting workplans and monitoring updates, and taking minutes of meetings.
- Assist and monitor NZMATES database and collaboration tools such as NZMATES G-drive, Trello, Slack, whatsapp, etc and ensure tasks, information and documents are updated, stored and distributed as needed
- Maintaining and updating administration of programme databases and documentation. Ensure that staff are aware of and well-informed of important documents stored in G-drive. Ensure relevant documentation is stored, digitized and accessible
- Draft, review and follow up on MOUs and other agreements with government, community and private sector partners where needed and liaise with relevant staffs
- Assess programme risk and alert the programme manager to issues as they arise
- Support drafting and processing programme correspondence (letters, invitations, etc.)
- Assist in organization of training workshops and other events, support administration of staffs, visitors, and volunteers/interns
- Support programme staff in preparing administration related to events, field trips, and purchase requests.
- Distribute weekly team update template and take weekly meeting notes.
- Support procurement of services from sub-contractors who will be hired to provide short-term technical assistance or other services.
- Responsible for program administration such as:
 - Setting up programme meetings and scheduling events
 - Support management of office stationery and supplies in collaboration with finance, admin, logistic and procurement personnel
 - Submitting expense reports
 - Keeping track of budgets and program activity expenditures
 - Keeping program staff records (physical and digital) securely and maintain confidentiality
 - Maintain a filing system for data of staff, potential applicants, and external partners
 - Distribute programme-related incoming and outgoing mail

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- Prepare regular administration reports
- Organize, store, digitise and print program documents as needed
- Answer phone calls when possible
- Handle queries from manager and staffs
- Maintain office policies and ensure compliance with them (confidentiality agreement, IT policy, others)
- Work with logistic, and procurement officer on procurement of products and services and ensure that staff have necessary equipment and tools for carrying out activities in the office and the field.
- Support with establishing and maintaining relationships with partners and other stakeholders.
- Support in seeking funding information and/or grant proposal development
- Conduct travel to programme locations for necessary administration work if needed.
- Support the implementation of health, safety, and security (HSS) policies and procedures.
- Fulfill Mercy Corps' Program Management Minimum Standards.
- Ensure compliance with MCI and donor policies on procurement, financial management, human resource management.
- Ensure adherence to MCI' Gender Policy, Do No Harm principles, and beneficiary accountability standards

Qualifications:

- Degree in a relevant field i.e business, administration, or management is desired
- Minimum 5-years experience in professional administration in international humanitarian or development organization (NGO or other);
- Strong familiarity with Word, Excel, PowerPoint, and internet. Great skill on data management, database, archiving, digital work;
- Experience working with Indonesian government agencies and engaging with stakeholders at different political levels;
- Able to work independently and take ownership of tasks and responsibilities;
- Strong communications skills and experience working as part of a multi-disciplinary team;
- Good in English verbal and written communication is preferable;
- Ability to maintain positive and effective working relationships with government, private sector, media and civil society actors;
- Initiative and a strong proactive attitude are necessary to manage an evolving and iterative programme;
- Candidate must be willing to travel to programme locations;

Ongoing Learning

In support of our belief that learning organizations are more effective, efficient and relevant to the communities we serve, we empower all team members to dedicate 5% of their time to learning activities that further their personal and/or professional growth and development.

Diversity, Equity & Inclusion

Achieving our mission begins with how we build our team and work together. Through our commitment to enriching our organization with people of different origins, beliefs, backgrounds, and ways of thinking,

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we are better able to leverage the collective power of our teams and solve the world's most complex challenges. We strive for a culture of trust and respect, where everyone contributes their perspectives and authentic selves, reaches their potential as individuals and teams, and collaborates to do the best work of their lives.

We recognize that diversity and inclusion is a journey, and we are committed to learning, listening and evolving to become more diverse, equitable and inclusive than we are today.

Equal Employment Opportunity

Yayasan Mercy Corps Indonesia is an equal opportunity employer that does not tolerate discrimination on any basis. We actively seek out diverse backgrounds, perspectives, and skills so that we can be collectively stronger and have sustained global impact.

We are committed to providing an environment of respect and psychological safety where equal employment opportunities are available to all. We do not engage in or tolerate discrimination on the basis of race, color, gender identity, gender expression, religion, age, sexual orientation, national or ethnic origin, disability (including HIV/AIDS status), marital status, military veteran status or any other protected group in the locations where we work.

Safeguarding & Ethics

Yayasan Mercy Corps Indonesia is committed to ensuring that all individuals we come into contact with through our work, whether team members, community members, program participants or others, are treated with respect and dignity. We are committed to the core principles regarding prevention of sexual exploitation and abuse laid out by the UN Secretary General and IASC. We will not tolerate child abuse, sexual exploitation, abuse, or harassment by or of our team members. As part of our commitment to a safe and inclusive work environment, team members are expected to conduct themselves in a professional manner, respect local laws and customs, and to adhere to [Mercy Corps Code of Conduct Policies](#) and values at all times. Team members are required to complete mandatory Code of Conduct elearning courses upon hire and on an annual basis.

Accountability to Participants and Stakeholders

Yayasan Mercy Corps Indonesia team members are expected to support all efforts toward accountability, specifically to our program participants, community partners, other stakeholders, and to international standards guiding international relief and development work. We are committed to actively engaging communities as equal partners in the design, monitoring and evaluation of our field projects.

How to Apply

Please send your CV together with the form on this [link](#) with the subject: **"Position_Your Name"** to hrd@id.mercycorps.org.

The vacancy will be closed on **20 December 2021** and only shortlisted candidates will be contacted for interview. We look forward to hearing from those who are interested in taking this opportunity to grow and develop with us.

Thank You,

Human Resources Department - Mercy Corps Indonesia