

ToR Technical Assistance for Finance and Administration UNICEF – BaKTI Partnership

Back Ground

Based on the Country Program Action Plan between the Government of Indonesia and UNICEF, UNICEF agrees to co-operate with BaKTI, jointly with UNICEF Makassar office, provide support to the provincial government in identifying and addressing deficits in knowledge, training or capacity towards improving key challenges to policy implementation at the district and sub-district levels and showcasing smart practices and lessons learned.

The Eastern Indonesia Knowledge Exchange (BaKTI) encourages knowledge-based sustainable development through the exchange of experience, smart practices, information, documents and data in eastern Indonesia.

BaKTI's goal is 'improved development in eastern Indonesia', and it aims to support development actors to achieve this broad goal through a focus on specific objectives:

- Supporting development actors to collaborate and harmonize development
- Encouraging development actors to learn from one another and share knowledge to improve the quality of development program
- Providing media and building mechanisms so development actors are able to deliver and provide input to the development agenda

Duties and Responsibilities

- Supporting Program Staff in conducting activities under the agreed work plan between UNICEF and BaKTI with government counterparts and CSOs specifically focusing Water Sanitation and Hygiene (WASH) and Child Protection;
- Supporting Program Staff in making sure the agreed work plan is implemented in timely manner;
- Supporting Program Staff in organizing events
- Preparing the financial report of any activities and quarterly, six monthly, and annual financial report
- As a Petty Cash Custodian, be responsible for the petty cash of the program
- Maintaining the cash book and reconcile weekly and monthly.
- Preparing General Journal Voucher to record all non bank and cash transaction
- Assisting Program Staff in forecasting cash requirements and monitor changes.
- Ensuring all expenditures are approved in accordance with UNICEF policies and procedures and procurement procedures.
- Working together with Program Staff in maintaining the program's inventory
- Performing administrative duties such filing, correspondences, photocopying, and any other administrative duties.
- Arranging and organizing transportation, accommodation, flight booking for program staff and counterparts.
- Performing any other duties requested by UNICEF and BaKTI

Location

The position is based in Makassar, Indonesia.

Duration and Reporting

The assignment will be started in May 2021 until April 2022 (12 months).