



UNITED CITIES AND LOCAL GOVERNMENTS ASIA PACIFIC

Term of Reference (TOR)

No:	005/UCLG ASPAC/I/2024
Post Title:	Finance and Admin Project Officer
Division:	Programme
Duty Station:	UCLG ASPAC Secretariat, Jakarta
Duration:	One (1) year with extendable
Posting Date:	16 January 2024
Closing Date:	26 January 2024

Background

United Cities and Local Governments Asia Pacific (UCLG ASPAC) is the biggest regional section of the United Cities and Local Governments (UCLG), whose Secretariat is based in Jakarta, Indonesia, and is hosted by the Provincial Government of Jakarta. UCLG is a worldwide association of local governments and the officially recognised voice of local governments by the United Nations. UCLG ASPAC has linkages to more than 7,000 local governments. It represents well over 3.76 billion people—more than half of the world population—and incorporates economically fast-developing countries such as China, India, and Indonesia.

UCLG ASPAC is the key knowledge management hub on local government issues in the Asia-Pacific region. It promotes democratic local government, supports cooperation between cities, local governments, and their associations, and facilitates programmes, networks, and partnerships to develop the capacity of local governments and the associations. Moreover, UCLG ASPAC represents local governments politically within the international community and with the United Nations and its agencies. It also promotes inclusive societies, which safeguard equality, social and economic justice, and sustainable community development.

The Kalibaru Hub Project is presently being implemented by UCLG ASPAC, in partnership with Jakarta Provincial Government and funding support from the City Resilience Network (RCN). This initiative aims to assist the local community in addressing poverty and inequality within Jakarta City. The emphasis is on reinforcing local development to benefit communities across different levels within a specific territory.

Effective local policies will aim for fair distribution of development and generate the quality of local economic growth. Through this project, the city will introduce new business initiatives to process the shell waste. The initiatives involved strengthening the organizational capacity and business skills through a series of capacity-building sessions for the Cangkring (CangKang or Dry Shell) community.

The Kalibaru Hub is designed to create new uses for waste in an innovative micro-circular economy in the Cangkring community. The Hub will act as a central community center for SMEs to recycle waste efficiently and develop products from the recycled waste. By providing SMEs with essential initial capital, supporting product development, and facilitating market access for their recycled products, the funds are poised to accelerate the growth and success of local entrepreneurs. United Cities and Local Government Asia-Pacific (UCLG ASPAC) will assist in the implementation of the Kalibaru Hub, bringing local government stakeholders and business training to this groundbreaking initiative that benefit the local community.

Objectives

The purpose of this assignment is to provide administrative and financial management support of Kalibaru Hub project implementation. The position holder will be supervised by Project Coordinator. Finance and Admin Officer will help manage the project activities and support the financial and project administration of the Kalibaru Hub project.

The expected outcomes of the assignment are as follows:

- Documented financial expenses both monthly and at the end of the project
- Created accessible pipeline of the project finance
- Available supporting documents for financial report
- Financial report at the end of the project

Scope of Work/Key Duties

This assignment is provided to assist with the administrative support and financial management of the Project with the scope of work shall be as follows:

- 1) Keeping relevant programme staff informed of incoming and outgoing funds.
- 2) Maintain control over the project filing systems to ensure complete and organized accounting files, especially with regard to comprehensive procurement documentations.
- 3) Ensure the smooth implementation of project accounting activities, including (but not limited to): invoicing, monitoring of expenditure levels against budget, financial projections and submission of monthly financial reports.
- 4) Supporting programme staff in the preparation and implementation of project evaluations and audits, and assisting in the review of partner audits.
- 5) Preparing and monitoring requests for transfers of funds to RCN using the standard templates.

- 6) Employ financial oversight and control mechanisms and procedures to ensure that all program expenses are in accordance with UCLG ASPAC & RCN financial policies, procedures and rules and regulations.

Qualifications and Requirements

- ❖ Having, at minimum, a bachelor degree in finance, business administration, management and or other related majors. Master's degree on finance would be preferable,
- ❖ Having at least minimum of 5 years of excellent working experience, preferably in project management and or financial management. Experience in development sector would be an asset,
- ❖ Having a working experience with international donor and or working in an international setting of development project,
- ❖ Having good analytical skill and is a problem solver,
- ❖ Having good communication skills,
- ❖ Performing the scope of work as set out in the above requirement to a very high standard,
- ❖ Ability to work with minimum supervision and in a team.

Supporting Team

The **post** will be supervised by the Learning and Capacity Building Coordinator of UCLG ASPAC as Project Coordinator of Kalibaru Hub

Deliverables

1. Monthly progress report.
2. Monthly Timesheet.

How to apply

Interested candidates are invited to submit an updated CV with a cover letter to: recruitment@uclg-aspac.org - citing the subject: FAO – Kalibaru Hub - by latest 26 January 2024.