



ASEAN PARLIAMENTARIANS FOR HUMAN RIGHTS

APHR Consultancy Notice

A. Project Title

Administrative Assistant - Local Consultant

B. Background

ASEAN Parliamentarians for Human Rights (APHR) is a regional network of current and former parliamentarians who use their unique positions to advance human rights and democracy in Southeast Asia. We seek to help create a region where people can express themselves without fear, live free from all forms of discrimination and violence, and where development takes place with human rights at the forefront. Our members use their mandate to advocate for human rights inside and outside of parliaments, regionally and globally. They work closely with civil society, conduct fact-finding missions, and publish recommendations and opinions on the most important issues affecting the region.

Our organization is seeking an **Administrative Assistant** who will support the overall logistical, procurement and financial administration of APHR's programs and operations by ensuring quality, accuracy and compliance to donor guidelines and the organisation's policies and procedures. The position contributes to achieving the strategic objectives and mandate of APHR in the region.

The Administrative Assistant - Local Consultant will support the Finance and Human Resources under the guidance of the HR, Administrative and Logistics Officer. It will work closely with the Finance and Human Resources team to support the effective and efficient management of operations and administration within APHR.

C. Scope of Work

- Assist in the organizing project activities and workshops administrative documents and support to logistical arrangement (travel insurance and other preparation);
- Provide support in updating the contacts database and participants contact list;
- Compile and maintain all logistics-related documents (invoices, receipts, other related documents) to be submitted to the Finance Officer and uploaded to GDrive;
- Assist in the process of the procurement process for logistical arrangements (hotel, van rental, interpreter, etc.)
- Assist in updating and monitoring the list of procurement (consultancy services) for audit purpose (uploading to OneDrive);
- Assist in updating the list of office assets and equipment (labels, serial number etc.).



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D. Expected Outputs and Deliverables

This position is on a part-time arrangement and will render a total of 80 hours a month.

E. Institutional Arrangement

The consultant will report directly to the HR, Administration and Logistics Officer and will work in collaboration with the Finance Officer and Finance Manager.

F. Duration of Work

This short-term consultancy will be for a period of 4 months from September to December 2022.

G. Duty Station

The local consultant will work ideally in Jakarta (either remote and in office) and should be able to respond to queries and requests from the APHR Secretariat in a timely manner.

H. Qualification of the Successful Contractor

- Minimum of Bachelor's degree in accounting, finance, or other related finance field.
- 3-5 years' experience working in an NGO environment preferably in Indonesia or in any Southeast Asian country. Knowledgeable of Indonesian audit standard is preferred.
- Good understanding of administration and can keep information confidential.
- Good writing and verbal communication in English.
- Excellent computer/IT knowledge and management skills.
- Advanced experience in the use of Microsoft office programs (MS Word, Excel, PowerPoint, etc.) and knowledge of web-based management systems such as Google Suite and Microsoft OneDrive is preferred.
- Good attention to details; strong organizational and prioritization skills.
- Ability to work both independently and collaboration in a team; good analytical and problem solving abilities.
- Project management experience, including experience working in a multicultural setting.
- Be able to handle challenging and demanding work situations.



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I. Recommended Presentation of Offer

Applicants may submit the following requirements to procurement@aseanmp.org with subject heading "Administrative Assistant" by **Monday, 22 August 2022 at 6:00 PM Jakarta time (GMT+7)**:

- a) Duly accomplished **letter of interest** including contact person and details (email and telephone);
- b) **Brief Profiles/Short CV of consultant** indicating education, expertise and experience;

Please note that only shortlisted candidates will be contacted.

APHR is committed to diversity and inclusion within its workforce, and encourages qualified candidates of all genders from all national, religious, and ethnic backgrounds, including persons living with disabilities, to apply.
