

Job Vacancy

Project Support and Administrative Officer

Summary of the position:

The ASEAN Parliamentarians for Human Rights (APHR) is seeking for a Project Support and Administrative Officer (PSAO) who will assist in the management and 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 Project Support and Administrative Officer will report directly to the Operations Manager. She/he will work closely with the other Operations Team members to support the effective and efficient operations management, finance and project administration within APHR.

Contract duration: July to December 2023 (with possibility of extension)

Location: Remote, preferably in Jakarta, Indonesia

About APHR:

APHR is a regional network of current and former parliamentarians who use their unique position 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.

Representing a unique and strategically focused addition to the regional and international human rights framework, APHR is supported by a young and dynamic team of human rights professionals that make up the Secretariat, with staff currently based across the region. As part of a member-driven organization, the Secretariat also works directly with legislators and political leaders in Southeast Asia and beyond to craft strategies and respond effectively to developing situations.

Main duties and responsibilities:

Procurement and Administration

- Maintain and monitor list of office equipment (workstation labels, desktops/laptops labels, etc.) as well as updating the condition of each equipment;
- Facilitate and process procurement requests from the Program and Operations team both goods and services and maintain compliance with procurement SoPs;

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- Prepare draft contracts and agreements for contractors in accordance with APHR rules and regulations and serve as a focal person to be in touch with the related units;
 - Maintain and update the list of procurement for consultancy services;
 - Administer and monitor lease agreement and corporate agreements with travel agent, courier service and other third parties;
 - Administer the organization legal documents including Article of Association, domicile letter, Tax ID, etc to be the most updated;
 - Support the IT management and troubleshooting within the organization;
 - Maintain and monitor the MP membership database including contact details and application forms;
 - Maintain, monitor and reconcile monthly timesheets and staff leave including sick leave and absence records;
 - Maintain records for all staff's working hours based on the donor charges every month; and
 - Maintain and monitor lease agreement and corporate agreements with travel agent, courier service and other third parties.

Project Support and Events Coordination

- Support the Operations Manager in preparing, manage, monitor activity/events plan including arranging logistics and travel arrangement for internal and external events/workshop/meetings including and not limited to flight, accommodation, airport transfer, travel insurance, local transportation, meeting room, meeting documents, dinner arrangement among others;
- Assist Finance Team in preparing per diem calculation, cash advance request, and accountability report after the event/activity;
- Identify and coordinate with vendors and suppliers for events and workshop requirements and materials; and
- Ensure that meeting arrangements meet with donor requirements and adhere to Finance SoPs.

Financial Administration

- Compile and maintain all financial and logistics-related documents (invoices, receipts, other related documents) in the Gdrive and OneDrive for donor's reporting and audit purposes;
- Support the preparation of internal and external financial reports to donors and ensure they are accurate and submitted on time based on grant agreements/MOUs;
- Maintain and monitor the donor grant agreements and disbursements; and
- Support the preparation of financial reports for all activities/workshops/missions.

Qualifications and Experience:

- Minimum of Bachelor's degree in accounting, finance, or other related finance field.
- At least 2 years experience working in an NGO environment preferably in Indonesia or in any Southeast Asian country. Familiarity with Indonesian procurement regulations is preferred.
- Good understanding of operations, finance issues and can keep finance 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 and strong organizational and prioritization skills.
- Ability to work both independently and 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.
- Ability and willingness to travel in the region and beyond.
- Commitment to the objectives of the organization.

Working Conditions / Salary and Benefits:

- APHR operates on a standard five-day work week but staff may be required to work some evenings and weekends to respond to developments and when on missions. Days in lieu will be provided for non-standard workdays.
- Competitive monthly remuneration package including comprehensive health insurance, social security and communications allowance.
- The successful candidate will be expected to take up duties as soon as possible.

How to apply:

Deadline for applications: **Thursday, 6 July 2023**. Send your CV and cover letter to jobs@aseanmp.org with the subject heading ***“Application: Project Support and Administrative Officer”*** Apologies in advance that only shortlisted candidates will be contacted.

ASEAN Nationals are encouraged to apply for this position.

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.
