

Recruitment Junior Assistant Professional For Financial Management and Junior Assistant Professional for Monitoring & Evaluation PPIU JAWA TIMUR

Background

The Ministry of Agriculture of the Republic of Indonesia through the Agricultural Human Resources and Development Agency is running a Youth Entrepreneurship and Employment Support Services (YESS) program funded by IFAD. This management handled by the National Project Management Unit (NPMU) at the National level and the Provincial Project Implementation Unit (PPIU) at the provincial level. YESS activities grouped into four interrelated and complementary components:

- ✓ Components 1 and 2 focus on building rural youth skills and business development services, and creating employment opportunities;
- ✓ Component 3 connects capacity youth to financial institutions;
- ✓ Component 4 aims to build a conducive policy environment in which young rural workers and entrepreneurs can develop.

In order to support the implementation of the program, it is deemed necessary to recruit professionals who will assist PPIU East Java managers to plan, implement and manage financial aid for foreign aid projects and develop a YESS program monitoring and evaluation system in a sustainable manner.

To achieve the program goals, the project is a looking for qualified candidates for positions of :

1. Junior Assistant Professional in Financial Management. Code: (JAPFM) 1 person

Junior Assistant Professional For Financial Management will assist PPIU in managing financial that is transparent, accountable and consistent with the guidelines and regulations of the Government of Indonesia and IFAD. In detail, AJPMK has the following scope of work:

- a. Assisting PPIU in financial monitoring and reporting in accordance with government and IFAD standards;
- b. Help verify SPM, SP2D, and related documents;
- c. Help PPIU maintain a Financial Monitoring System in accordance with government and IFAD standards;
- d. Assist PPIU in solving all problems related to financial management;
- e. Assist PPIU in preparing budget and cash flow statements with SA reconciliation;
- f. Assisting PPIU in preparing the agency's accounting system reporting;
- g. Assisting PPIU in preparing Project Financial Reports;
- h. Assisting PPIU in preparing documents for audit purposes;
- i. Assisting PPIU in preparing the annual budget plan;
- j. Assist PPIU in identifying problems / obstacles related to finance and provide input on how to solve them;
- k. Perform additional tasks requested by PPIU.

Minimum required qualifications:

- a. Minimum Bachelor Degree in related fields such as Accounting, Economics & Business, with minimum 2 (two) years work experience in financial management;
- b. Having a good understanding of financial management, and audit procedures.
- c. The ability to communicate well with the work environment.
- d. Ability to communicate actively and passively in English.
- e. The ability to prepare financial reports, in English and Indonesian;
- f. Ability to operate Microsoft Office applications;
- g. Have own smartphone and laptop
- h. Maximum age 45 years at time of registration
- i. Able to drive a four-wheeled vehicle and has driving license/SIM A

2. Junior Assistant Professional in Monitoring and Evaluation. Code: (JAPME) 1 person

The Junior Assistant Professional for Monitoring & Evaluation will assist PPIU East Java in operating and updating the Monitoring & Evaluation System (MES) designed by NPMU to monitor and evaluate the overall implementation of YESS activities carried out by PPIU. Under the coordination of the PPIU Project Manager, JPAME has the following scope of work:

- a. Assist PPIU in gathering and updating all project indicators, and ensuring all YESS Teams have the same understanding of key performance indicators;
- b. Assisting PPIU in operating and maintaining MES and MIS developed by NPMU;
- c. Assisting PPIU in preparing the budget for monitoring and evaluation including its implementation calendar;
- d. Assisting PPIU identify, analyze, document and disseminate lessons learned;
- e. Assisting PPIU in monitoring and evaluating and achieving Annual Work Plans and Budgets (AWPB), focusing on results and impacts,
- f. Assist PPIU in preparing Project monitoring and evaluation Reports
- g. Assisting PPIU in preparing documents for purposes
- h. Contribute in preparing the PPIU annual work plan;

- i. Perform other tasks as requested by the PPIU Manager.

Minimum required qualifications:

- a. Minimum Bachelor Degree in related fields (Economics & Business, Agriculture, Engineering, Law, Sociology / *agricultural extension*) with a minimum of 3 years work experience in the field of Monitoring and Evaluation;
- b. Having a good ability in the field of monitoring and evaluation
- c. Able to communicate effectively and can work in teams;
- d. Mastering the use of MS Office is preferably MS Excel to analyze data and produce reports
- e. Ability to communicate and write reports in English and Indonesian, especially in preparing project documents / manuals / reports;
- f. Have a smartphone and laptop
- g. Maximum age of 45 years at registration
- h. Able to drive a car and has driving license/SIM A.

3. Place of Assignment

Junior Assistant for Professional Finance and Junior Assistant for Professional Monitoring and Evaluation assigned to the PPIU YESS Office in East Java, at the Polytechnic of Agricultural Development (POLBANGTAN) Ministry of Agriculture, Malang. Jl. Dr. Cipto 144A Bedali, Lawang, Malang. East Java.

4. Assignment Duration : 7 months (June-December) in 2020

5. Recruitment Process and schedule:

No.	Stage	Timeline	Remarks
1	Selection Advertisement	11 May 2020	
2	Download Selection Document	11 – 18 May 2020	
3	Explanation of Selection Document	13 May 2020	email: yess@polbangtanmalang.ac.id
4	Offering Document Selection	13 – 18 May 2020	email: yess@polbangtanmalang.ac.id
5	Last Document Entered	18 May 2020	
5	Shortlist Documents	19 May 2020	
6	Documents Evaluation	19 – 20 May 2020	
7	Technical Clarification, Interview and Negotiation	26 – 27 May 2020	
8	Announcement of the selection	2 June 2020	
9	Contract Signing	8 June 2020	

6. Application can be sent to: yess@polbangtanmalang.ac.id At the latest on 18 May, 2020

Only potential and shortlist candidates will be processed and contacted