

## Call for applications – Finance & Administration Assistant – INDONESIA

*Do you have experience in finance and administration and are passionate about taking an organisation to the next level in its activities in Indonesia? Are you keen to make a difference and support an international organisation that works closely with human rights defenders (HRDs) around the world to protect their right to defend human rights?*

*If yes, this call for a Finance & Administration Assistant – Indonesia might be for you! Please apply or forward this call to someone who may fit the profile. We'll be pleased to hear from you and explore our fit!*

<p><b>Job Title:</b> Finance &amp; Administration Assistant</p> <p><b>Location:</b> Jakarta, Indonesia</p> <p><b>Duration:</b> 1 year consultancy contract, renewable</p> <p><b>Starting date:</b> ASAP, based on confirmation of donor funding</p> <p><b>Line manager:</b> Finance &amp; Administration Officer</p> <p><b>Technical referent:</b> Finance &amp; Administration Officer</p>
---

### About Protection International

Protection International (PI) is an international NGO that contributes to the improvement of the protection of HRDs throughout the world. PI provides tools to develop HRDs' capacities to manage their own security as they work in favour of human rights in their respective countries or regions. PI seeks to contribute to a situation where HRDs are recognised as legitimate actors for social change, and to an environment where HRDs can exercise their right to defend universally accepted human rights.

PI has its global office in Brussels, but primarily works where protection of HRDs is needed. PI has long-term presence in several countries of Africa, Asia and Latin America. As decided under its Global Strategy 2019-2023, PI is gradually transforming into a network of Hubs, establishing regional offices that work in a flexible manner across several countries.

### General objective

To support the Finance & Administration Officer on human resources matters and organisational development regarding financial management, systems and procedures, in line with Indonesia's Rules and Regulation, and keeping in mind PI's goal to increase HRDs' agency and their ability to exercise their right to defend human rights.

### Duties & responsibilities

- Carry out financial and administrative tasks
- Maintain the office, carry out assets maintenance, make purchases necessary for office activities
- Archive all PI documents effectively and efficiently
- Archive incoming and outgoing mail
- File contract / agreement letters and documents
- File letters / documents related to notary / tax report / bank / insurance / BPJS



- Assist in preparing employment contracts ordered by PI
- Archive data of staff and assist in managing employees' attendance and absence
- Arrange for the negotiation of contracts and agreements with suppliers and service providers
- Coordinate with office staff on logistics for training and workshops
- Assist in organising meetings and helping with event logistics
- Assist the Finance & Administration Officer in preparing and reviewing documents for payments
- Assist the Finance & Administration Officer in reviewing partners' documents for settlement
- Contribute to and implement organizational and information security plans, including their development
- Actively participate in and respond promptly to work correspondence
- Work as a team member and actively support the achievement of collective goals
- Implement work plans
- Work in accordance with the provisions stipulated in PI's Human Resources development policy
- Assist the Finance & Administration Officer in completing the documentation for financial audit preparation
- Perform other required tasks in the fields of administration, finance and logistics
- Participate actively in various internal coordination meetings with PI teams at the national, regional and global levels

## **Job requirements**

### **Education**

- Relevant university degree or similar experience
- Relevant professional training courses (finances, ERP, Excel, finance and accounting tools)

### **Experience**

- Minimum 2 years of experience in a similar role
- Proven experience in finance, administration and human rights development, preferably with an international NGO
- Experience in using the Accountancy Software Quickbooks, Sango, and ensuring accurate and timely financial report

### **Skills & knowledge**

- Highly organized, good time management
- Advanced skills in computer productivity applications (Word, Excel, PowerPoint and Outlook)
- Enthusiastic self-starter who is able to work autonomously, under pressure, in decentralized teams, and think outside the box
- Demonstrated capacity to orally communicate clearly and effectively to a wide range of expert and non-expert audiences
- Preferred knowledge of key financial, employment and legal aspects in Indonesia
- Knowledge and practice on gender equality and open mind on diversity

### **Languages**

- Fluently spoken and written English
- Good command of local language
- Knowledge of other ASEAN languages is an asset

### **Other requirements**

- The Finance & Administration Assistant will be hired under a long-term consultancy contract of one year renewable, based on available funding
- This call is reserved only for Indonesian nationals

### What we offer

- The possibility to gain first-hand experience and knowledge on strategies to support HRDs and grassroots movements globally, and to contribute to these strategies
- An open, friendly and multicultural work environment
- Respect for autonomy, room for creativity, innovation, and learning
- A people focused and collaborative way of working both within the unit the post sits under and with other teams
- One year consultancy, renewable based on available funding
- Depending on experience, a monthly gross payment of 7,000,000 IDR plus benefits: private health insurance, regular national holidays + 20 days of annual leaves + 2 weeks offered at the end of the year)

### Application process

If you meet the above skills requirements and are interested in applying to this position, please:

- Send your CV (without a picture) and a cover letter, in English, by 5 January 2025 to [recruitment.indonesia@protectioninternational.org](mailto:recruitment.indonesia@protectioninternational.org), mentioning "Finance & Admin Assistant" in the subject line.
- Include your name in the file name of your application documents, e.g. Mary\_Smith\_CV.docx.

Later in the process, professional references will be requested. The position is subject to background checks, and the final candidate will be required to understand and sign PI's Code of Conduct and Conflict of Interest.

Applications will be reviewed on a rolling basis and the position might remain posted until a qualified candidate is selected. We thank all candidates for their interest and we will aim to send feedback as much as we can. However, with the high volume of responses and our internal capacities, we may only be able to contact short-listed candidates.

For further information about the role, please contact [recruitment.indonesia@protectioninternational.org](mailto:recruitment.indonesia@protectioninternational.org)

---

**PI is an equal opportunity employer.** The organization shall not discriminate and will proactively apply affirmative action principles against discrimination in advertisements, recruitment and other conditions in our search for candidates, preventing discrimination against any candidate on the basis of race, colour, gender, national origin, age, religion, creed, disability, sexual orientation, gender identity or expression.

Adhering to PI means complying with our Code of Conduct & Ethics, Anti-Corruption Policy, Security Policy, Conflict of Interest Policy, Child Safeguarding Policy, and Policy for Protection from Harassment, Abuse, Exploitation & Discrimination.

**PI's values are:**

- **Solidarity / Collaboration:** we are committed to stand with W/HRDs and their struggle to strive for world-wide solidarity that goes beyond borders and identities.
- **Grassroots ethos:** we are committed to identify the needs of W/HRDs and their communities, to adapt to their realities (cultural, historical, economic, etc.), to value their work and to support their initiatives.
- **Commitment to human rights:** we believe that the respect of human rights will contribute to a more just global society, where everybody has the right to defend human rights and fundamental freedoms without discrimination based on their identity, nor fear of threats and attacks.
- **Participatory decision-making:** we promote the respect and participation of everyone in the decision-making process, and value collaborative decision-making processes. We are committed to horizontal and active listening – recognising the value in diversity of skills and ideas.
- **Accountability and integrity:** we are committed to share with others (both internally and externally), what we do, as an exercise of transparency that reflects a reliable and credible organisation, fostering trust amongst our partners. We maintain a zero tolerance policy on corruption.
- **Creativity / learning:** we are committed to reflecting on our individual and collective practices; learning from our mistakes; being open to new ideas and ways of working; sharing internally in order to learn; innovating and improving our level of understanding; and putting into practice and sharing externally in order to contribute to the work of others.

Further information about PI is available at [www.protectioninternational.org](http://www.protectioninternational.org).