

FINANCE AND OPERATION MANAGER, MULTI DONOR PROGRAMME – SUPPORT TO INDONESIA’S DEMOCRATIC ELECTIONS (ELECTIONS-MDP)

Location :	Jakarta, INDONESIA
Application Deadline :	02-Dec-09
Type of Contract :	Service Contract
Languages Required :	English
Duration of Initial Contract :	12 Months

Background

UNDP Indonesia's mission is to be an agent for change in the human and social development of Indonesia. We aim to be a bridge between Indonesia and all donors as well as a trusted partner to all stakeholders. We work in four key areas of development: Democratic Governance, Regional Development and Poverty Reduction, Conflict Prevention and Recovery, and Environment and Climate Change. Besides the four priority areas, UNDP Indonesia is also engaged in crosscutting initiatives such as HIV/AIDS and gender equality.

I. Organizational Context

Past UNDP support to the 1999 and 2004 elections have demonstrated the extent of confidence that UNDP has thus far enjoyed from the Government of Indonesia (GoI), National Electoral Commission (KPU), CSOs and donor agencies working on electoral issues. Through past experience, UNDP has secured a knowledge base that will prove useful for future electoral support activities.

Despite Indonesia’s success in managing elections in 1999 and 2004, the country still has electoral systems and processes that are still evolving and the Government of Indonesia has requested international assistance to help improve the quality, efficacy and accountability for the 2009 national elections as part of a wider national agenda to consolidate democracy. There is a widespread consensus that international assistance for the 2009 elections should help support long-term institution and capacity building rather than budgetary support. Continued international assistance to the process was warranted and, if well designed and targeted, could provide considerable value added.

Together with the Government of Indonesia, UNDP is currently developing the electoral support project for the Elections 2009. It will focus on activities to enhance political participation and civic awareness of the electorate, provide highly specialized technical assistance to the KPU and facilitate the National Development Planning Agency (Bappenas) on its role as government’s focal point to coordinate donor support.

The project will be implemented in two phases, over a period of 3 years. It will be implemented by a Government agency that will appoint a National Project Director to be in charge of overall

implementation of the project. The National Project Director will be assisted by a Project Management Unit (PMU) that implements the day-to-day work of the project. The Project Manager is the head of the PMU and will report to the Head of the UNDP Governance Unit and the National Project Director.

In this context, a Finance and Operations Manager to lead the Project Implementation Support Unit within the PMU will be recruited. Under the direct supervision of the Project Manager, the Finance and Operations Support Manager will provide leadership and supervision to the staff of the Project Implementation Support Unit.

The Finance and Operations Manager fosters collaboration within the team and a client-oriented approach. She/he works in close collaboration with the Project Manager, the Sector Managers and the Programme Management Support Unit of the Governance Unit of UNDP Indonesia to successfully deliver implementation support services to the Electoral Support Project.

II. Functions / Key Results Expected

Summary of Key Functions:

- .. Advise on operational policies pertaining to project implementation and management
- .. Compliant financial resources management and supervision of finance team
- .. Efficient procurement services and grant management and supervision team
- .. Effective monitoring and evaluation of results and supervision of M&E team
- .. Information and communications management and donor reporting and supervision of team
- .. General administration of the project and supervision of admin team

1. Provision of advice on operational policies pertaining to project implementation and management focusing on achievement of the following results:

Ensure compliance of the project's operational implementation process with UNDP rules, regulations and standard practices.

Review annual/quarterly work and budget plans and detailed implementation plans in coordination with the project team.

Stay abreast of policy changes related to project policies, procedures and financial management and brief PMU staff on the changes.

Facilitation of the evaluations of the electoral support project by external evaluators.

Facilitation of the annual audit exercise as required by UNDP and donor requirements.

Facilitation of follow-up on audit recommendations.

2. Ensure effective and accurate financial resources management focusing on achievement of the following results:

Full compliance with UN/UNDP rules, regulations, and policies of financial activities, financial recording/reporting system.

Implementation of effective internal controls such as maintenance of the internal expenditures control system.

Proper planning and expenditure tracking of financial resources.

Review and timely submission of relevant reports including quarterly narrative and financial reports required by UNDP and the donors.

Monitoring of financial delivery against work plans and preparation of relevant periodic reports to the project manager.

3. Ensure provision of efficient procurement and logistical services, and supervision of team focusing on achievement of the following results:

Compliance with UNDP rules and regulations and elaboration of the procurement strategies including sourcing strategy, supplier selection and evaluation, and quality management.

Review terms of reference to ensure the quality of inputs to be procured.

Preparation of an annual procurement plan, with an indicative list of goods and services as identified in the annual work plan.

Coordination of the procurement process with the Procurement Unit of UNDP Indonesia.

4. Ensure efficient general administration of the project focusing on achievement of the following results:

Proper management of project assets.

Maintains project files (original signed project documents, subsequent revisions, personnel, training, procurement, inventory, project budget and revisions, project reports, studies as well as other supporting documentation, correspondence etc.).

Ensure timely transfer of project assets to counterparts upon project termination.

Support the project manager in human resource management of the PMU staff.

III. Impact of Results

The key results have an impact on the quality of project management, thus contributing to effective and efficient project implementation and delivery. Project implementation in line with the objectives of the project and UNDP rules, regulations and procedures is critical to ensure achievement of UNDP Country Programme outcomes. A client-oriented approach has impact on the image of the UNDP Country Office.

Competencies

IV. Competencies

Corporate Competencies:

Demonstrates commitment to UNDP's mission, vision and values

Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability

Functional Competencies:

Development and Operational Effectiveness

Ability to lead strategic planning, results-based management and reporting

Ability to lead monitoring of development projects

Solid knowledge in financial resources, contracts, asset and procurement, information and communication technology, general administration

Ability to lead business processes re-engineering, implementation of new systems, and affect staff behaviour/attitudinal change

Management and Leadership

Builds strong relationships with clients, focuses on impact and result for the client and responds positively to feedback

Consistently approaches work with energy and a positive, constructive attitude

Demonstrates openness to change and ability to manage complexities

Leads teams effectively and shows mentoring as well as conflict resolution skills

Remains calm, in control and good humored even under pressure

Communications and Networking

Has good oral communication skills and conflict resolution competency to manage inter-group dynamics and mediate conflicting interests of varied actors

Has good written communication skills, with analytic capacity and ability to synthesize project outputs and relevant findings for the preparation of quality project reports

Knowledge Management and Learning

Shares knowledge and experience

Actively mentors PMU staff under her/his supervision

Actively work towards continuing personal learning and applies newly acquired skills

Required Skills and Experience

V. Recruitment Qualifications

Education:

Master's Degree or equivalent in Business Administration, Public Administration, Economics or related field.

Experience:

5 years of relevant experience at the national or international level
Familiarity with UNDP NEX project implementation, UNDP project document and results and resource framework, and relevant UNDP policies and procedures. Understanding of UNDP systems and procedure is a strong advantage.
Experience in the usage of computers and office software packages and in handling web-based management systems.
Professional experience in working in the Indonesian context, an in-depth knowledge and understanding of electoral issues and political dynamics in Indonesia. Understanding of Government systems and procedure is a plus.
Previous experience in managing staff.

Language Requirements:

Fluency in written and spoken English and Bahasa Indonesia.

**ALL APPLICANT MUST COMPLETE P11 FORM AND SUBMIT AS PART OF THEIR APPLICATION.
Click here to down load the form P11**

Female candidates are encouraged to apply

UNDP Indonesia reserves the right to select one or more candidates from this vacancy announcement. We may also retain applications and consider candidates applying to this post for other similar positions with UNDP Indonesia at the same grade level and with similar job description, experience and education requirements.

UNDP is committed to achieving workforce diversity in terms of gender, nationality and culture. Individuals from minority groups, indigenous groups and persons with disabilities are equally encouraged to apply. All applications will be treated with the strictest confidence.