



JOB VACANCY: AWARDS MANAGEMENT COORDINATOR

Lingkar Temu Kabupaten Lestari (LTKL Secretariat)

Location: Jakarta, Indonesia

Position Type: PKWT

WHO WE ARE

Lingkar Temu Kabupaten Lestari (LTKL) is an association of district governments to realize sustainable development. LTKL was formed by 8 district governments in July 2017. As of January 2023, LTKL has 9 member districts located in 6 Indonesian provinces that also work as a caucus of the Association of Regency Governments throughout Indonesia (APKASI). Currently, LTKL is also working side by side with 26 global, national & regional multi-stakeholder networks of partners who join voluntarily support LTKL achieving its common goals that was translated into LTKL Declaration of Sustainable District Vision that was announced formally in 2021.

LTKL General Assembly in 2017 formally established and elected a Secretariat Team. Since then, the Secretariat have provided strategic support for the members and partners network, allowing the platform to gain initial momentum; expand its network and exposure; and coordinate collaborative activities through various fora.

PURPOSE OF THE ROLE:

The Award Coordinator will play a vital role in building and maintaining strong relationships with donors, managing grant proposals and reports, overseeing compliance reporting, and supporting special project initiatives. Additionally, this role will involve efficient management of subgranting processes, ensuring financial procedures and mechanisms are well-established, monitoring progress, and aligning financial compliances with donor and organizational regulations.

RESPONSIBILITIES & DELIVERABLES:

ACTIVITIES	DELIVERABLES
<p>Assisting in the process of proposal Development and submission</p> <ul style="list-style-type: none">• Assist in the preparation and submission of project proposals to secure funding from various sources.• Collaborate with program managers, technical experts, and finance teams to gather necessary information for proposal development.• Review proposals for completeness, accuracy, and alignment with donor requirements• Coordinate proposal submission, including assembling documents, addressing administrative requirements, and adhering to submission deadlines.• Provide feedback and review on donors suitability for LTKL needs.	<ul style="list-style-type: none">• Development of LTKL awards proposals• Ensure donors suitability with LTKL programs, objective and latest needs.• Assist in the process of proposal submission.



<p>Awards Management</p> <ul style="list-style-type: none">• Oversee the entire lifecycle of awards, from initiation to completion, ensuring compliance with relevant guidelines and standards.• Collaborate with relevant teams to track progress, and maintain accurate records of award-related activities.• Develops and maintains a grant management system for funded grants that includes report due dates, budget adherence, impact of grants, and any other grant requirements.• Monitor budget allocations, expenditure, and financial reporting for each award, making adjustments as needed.• Prepare regular reports on award status, including achievements, challenges, and lessons learned.	<ul style="list-style-type: none">• Development and management of donor database <p>Development and implementation of Grant Management Procedures.</p> <p>Track progress.</p>
<p>Awards Compliance</p> <ul style="list-style-type: none">• Management of reporting schedules and requirement• Monitor and maintain donors reporting schedules and requirements and financial compliance.• Prepare compelling progress reports and targeted program updates to funders and submit reports to donors;• Presents grant management progress and/or report for donors as needed; to ensure grant compliance and reporting meet the high standards of effectiveness, timeliness, and completeness.• Ensuring alignment of the overall activity implementation and the agreed proposal• Monitor grants for legal, financial, and program compliance; to ensure that grant requirements are correctly documented in the grant files and database.	<ul style="list-style-type: none">• Reporting schedules and requirement• Organization, programmatic, and project goals, progress, outcomes• Grant reports and presentation
<p>Strategic Engagement</p> <ul style="list-style-type: none">• Act as the primary liaison between LTKL, its members and donors, ensuring effective communication and relationship building.• Develop and implement engagement strategies to enhance the visibility and impact of awarded projects.	<ul style="list-style-type: none">• Development of donor database• Management of good relationship between LTKL and its members and donors.• Maintenance of LTKL positive outlook



<ul style="list-style-type: none"> • Coordinate with project teams to collect success stories, photos, and other materials showcasing the outcomes of awarded projects. • Collaborate with communication and marketing teams to promote award recipients' accomplishments through various channels. • Foster relationships with award recipients and stakeholders, providing support and addressing concerns. 	
<p>Monitor awards receivables</p> <p>Monitor awards receivables (grants & contributions) ; to ensure their payment schedule is on time and according to the agreement letter</p>	<ul style="list-style-type: none"> • LTKL receive funding on time
<p>Subgranting Process</p> <ul style="list-style-type: none"> • Lead the subgranting process, which involves identifying potential subgrantees, reviewing applications, and selecting recipients. • Design and manage the subgrantee selection criteria, application process, and evaluation procedures. • Provide guidance and assistance to subgrantees throughout the project implementation phase. • Monitor subgrantee progress, ensuring timely completion of projects and compliance with reporting requirements. 	<ul style="list-style-type: none"> • Development of Subgranting SOPs and mechanisms in collaboration with relevant units and personnel. • All subgrantee managed under LTKL passed the due diligence standard and able to manage the fund in high standard.
<p>Subgranting management and supervision</p> <ul style="list-style-type: none"> • Ensuring good monitoring and tracking of the subgrant progress towards deliverables, • Reviewing sub granting requests • Participating in the due diligence process, • Reviewing sub-grant agreements, • Monitoring the subgranting process, • Analyze financial reports as well as all development of subgrant procedures and mechanisms, including the templates, ensure the financial compliances align with donor and LTKL's regulations, • Implementation of necessary training for subgrantees on financial procedures 	<ul style="list-style-type: none"> • Implementation of LTKL subgranting good due diligence process of LTKL, ensuring prudent financial management. • Accurate reports and compliance of LTKL subgrantees. • Provide training and guidance for partners if necessary.

QUALIFICATIONS:



LTKL

LINGKAR TEMU
KABUPATEN
LESTARI

1. Bachelor Degree in Accounting, Finance, Business Studies, Commerce, general management or related fields; A Master's Degree in Accounting is an advantage.
2. Must have a minimum 5 years of work experience in financial management, fundraising, grant management for international donors and NGOs
3. Strong analytical and persuasive writing skills including ability to convey complex information in a clear manner to diverse audience
4. Strong administrative skills and manage multiple tasks under minimal supervision
5. Proven experience of working with donors and meeting various donor requirement.
6. Knowledge of computer applications and financial accounting and its software.
7. Fluency in English and ability to work in a team and independently.

WHAT WE OFFER

- Competitive remuneration and employment packages (annual leave, sick leave, special leave).
- Great health insurance packages, accessible after the probation period.
- Ability to work from home and from the office from time to time.
- Good maternity and faternity policies, accessible after the probation period.
- Accessible employee capacity development support as required by the staff.

TERM OF OFFER

1. Contract Period:

The contract shall cover the period of 2023 – 2024 with possibility of continuous extension based on performance.

2. Reporting:

The incumbent shall report on a regular basis to the Financial Resources Manager on a daily basis.

3. Duty Stations:

The incumbent shall is stationed in Jakarta, with regular travel to other stations as assigned by LTKL.