

## JOB VACANCY: Unit Assistant

Lingkar Temu Kabupaten Lestari (LTKL Sekretariat)

Location: Jakarta, Indonesia

Position Type: Consultant

### 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 management 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. On a daily basis, LTKL also lead the collaborative work of its district members and board of advisory, ensuring a smooth and strategic running of operation.

### PURPOSE OF THE ROLE:

Secretariat LTKL is currently seeking an Unit Assistant to assist The Unit Department in managing LTKL institutional projects, implement administrative and financial functions, organize data and documents.

### RESPONSIBILITIES & DELIVERABLES:

ACTIVITIES	DELIVERABLES
Assist the Unit Department in managing LTKL projects and calendars.	Management of LTKL Unit Department project management tools.
Manage administrative and financial functions related to Unit Department activities, including sending letters, travel documents, financial administration, and other clerical duties including petty cash management; to support all LTKL's unit activities run effectively.	<ul style="list-style-type: none"> <li>● Fulfillment of Unit Department operational/administration needs (Activity Budget Request, Expense Report, Timesheet).</li> <li>● Regular petty cash and financial expenses reports.</li> </ul>
Manage and organize email/letter, files, contact lists, and database related to Unit Department; research and collect information for administrative matters; to ensure the data and documents related to Unit Department are well-archived.	<ul style="list-style-type: none"> <li>● Database of email/letter, files (soft file &amp; hard file), contact lists, and other data related to administrative matters</li> </ul>
Develop document activities related to Unit Department activities, i.e. minutes of meeting; attend and take notes during the meeting, and also provide summary of meetings/activities; to keep Unit Department informed about the progress.	<ul style="list-style-type: none"> <li>● Meeting minutes reports</li> <li>● Activities summary reports</li> </ul>

<p>Build communication with external stakeholders, and schedule activities including meetings, business trips, and others; to ensure the schedule doesn't overlap and all related parties are kept informed with the schedule.</p>	<ul style="list-style-type: none"> <li>● Meeting Schedule for Deputy of Unit Department</li> <li>● Meeting Schedule for Unit department members, particularly related to external stakeholder</li> </ul>
<p>Maintain an open channel of communication with different units, divisions, and management of LTKL; to maintain a full understanding of the current situation related to local and regional activities.</p>	<ul style="list-style-type: none"> <li>● Understanding of current landscape of local and regional activities</li> </ul>

#### QUALIFICATIONS:

1. Bachelor's degree in Business Administration or relevant field.
2. Minimum experience of 2 years as corporate secretary and project management.
3. Experience of working in the government association setting or NGOs is desirable.
4. Strong writing and administration skills
5. Proven ability in using project management tools is required
6. Comfortable in handling and support administration and financial functions related to unit activities.
7. Ability to take initiative, problem solve, and make decisions within job scope
8. Ability to work well under pressure and multi-task without supervision with proven ability to deliver high quality outputs on time
9. Experience working with a diverse, multicultural population would be considered as an asset.

#### 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 paternity policies, accessible after the probation period.
- Accessible employee capacity development support as required by the staff.
- Opportunity to work alongside LTKL Board of Advisory, District Leads and diverse team from all over Indonesia.

#### TERM OF OFFER

1. **Contract Period:**  
The contract shall cover the period of January 2024 – April 2024 as a consultant with the possibility of 1 year extension based on the performance under PKWT setting.
2. **Reporting:**  
The incumbent shall report on a regular basis to the LTKL Deputy Head of Unit Department on a daily basis.
3. **Duty Stations:**  
The incumbent shall is stationed in Jakarta, with regular travel to other stations as assigned by LTKL.