

-

2. Finance Officer – Batavia CDP, Jakarta [CODE: FOB01]

Position Summary

Responsible for the daily operations of finance and administration area to provide effective support to the company. Common duties include day-to-day financial activities of the organization, filing documents, make agendas and prepare reports. Responsibility also includes driver and janitor .

Key Responsibilities

- Prepare administration and financial report based on data from all other departments in order to provide seamless operational process.
- Monitor and improve cash-flow management processes to ensure all incoming and outgoing fund are maintained, controlled and comply with the organization's policy and procedures.
- Execute day-to-day administrative tasks (which may include filing documents, preparing reports, etc) in order to provide efficient organization performance.
- Develop and prepare legal documentation of the company (which may include updating foundation documentation status, registration, company domicile, contract renewal, etc) in order to comply with foundation regulations.
- Coordinate with driver and janitor; and distribute job delegation to ensure operational effectiveness.

Qualifications

- S1 / Bachelor; preferably in Finance and Accounting, other related studies.
- Preferably 6 months of relevant working experiences
- Preferably 6 months experience in NGO
- Ability to work independently and with the team
- High attention to detail and accurate data entry
- Preferably have a good understanding of accounting practices
- Able to work under pressure and multitasking
- Excellent computer skill (Ms. Office)
- Fresh graduate are welcome to apply
- Fluent in English and Bahasa

3. Income Generation – Batavia CDP, Menteng Jakarta [CODE: IGB01]

Position Summary

Execute the GNI Income Generation (IG) program (which may include but not limited to: entrepreneurship workshop and seminars, small medium enterprise development, agricultural sciences, and other entrepreneurship and innovation related) and ensuring the relevancy and effectiveness of programme implementation to the community in CDP area to increase community's welfare and wellbeing.

Key Responsibilities

- Conduct local Income Generation program needs assessment and surveys (which may include online and offline survey, Participatory Appraisal Process, etc.)
- Develop IG program plan and strategy (which may include program definition on how each program will be delivered, budget and resource needed)
- Control the implementation of IG program and review its progress to ensure the achievement of IG program's goals.
- Formulate the recommendation and best case
- Develop the program reports and program documentation to provide comprehensive understanding to GNI head office
- Maintain and improve relationship with partners and external stakeholders (which may include local government, other NGOs, industry, etc.)
- Execute Income Generation project in order to ensure programs alignment with Yearly Project Plan in CDP.
- Prepare report of CDP program activities in order to monitor performance and target accomplishment based on Yearly Project Plan.
- Increasing the repayment rate of revolving fund.
- Maintain and improve relationship with partners and external stakeholders (which may include local government, other NGOs, industry, etc.) to improve the overall programs of Income Generation

Qualifications

- S1 / Bachelor Degree; Preferably in Entrepreneurship and Innovation, Management and Business Administration, Social Economy, Economy Development, Agricultural Sciences and other related studies
- Preferably 1+ years of relevant working experiences
- Preferably 1+ years of CDPs working experiences
- Good understanding about micro finance and small medium enterprise development.
- Innovation towards small business models
- Able to communicate with local community
- Fresh graduate are welcome to apply
- Fluent in English and Bahasa

4. Children Development Facilitator – Batavia CDP, Rawa Badak Selatan Jakarta [CODE: CHDF01]

Position Summary

Execute the GNI children development program strategies (which may include: education, health, income generating sectors) and ensuring the relevancy and effectiveness of program implementation to the community in CDP area.

Key Responsibilities

- Conduct local community development program needs assessment and surveys (which may include online survey, community workshop, etc) in order to provide comprehensive understanding development state in the community.
- Coordinate and review community development program plan and strategy implementation in order to ensure all programs are align with Gugah Nurani Indonesia's goals.

- Formulate the recommendation and best case practice for future and other community development programs based on the programs evaluation to maximize its impact and increase its efficiency.
- Prepare report of each CDP program activities in order to monitor performance and target accomplishment.
- Maintain and improve relationship with partners, internal stakeholders (which may include local government, other NGOs, industry, etc.) to improve the overall programs of community development.

Qualifications

- S1 / Bachelor Degree; Preferably in Developmental Studies, Developmental Psychology, Child Studies, Family Studies, Economic Developmental Studies.
- Preferably 1+ years of relevant working experiences
- Preferably minimum 1+ years' experience in NGO
- Good understanding about child protection and child right
- Enthusiasm towards children development and able to produce a children program
- Have a good understanding about Project Cycle Management
- Have a good project reporting skill
- Able to communicate and interact with children and community
- Fresh graduate are welcome to apply
- Fluent in English and Bahasa

5. Operational Department Officer – Sukabumi [CODE: ODS01]**Position Summary**

Execute the GNI OD program (which may include but not limited to: child education child protection, and child health) and ensuring the relevancy and effectiveness of programme implementation to the community in CDP area.

Key Responsibilities

- Conduct local operational department program needs assessment and surveys (which may include online survey, community workshop, etc.) in order to provide comprehensive understanding children state in the community.
- Coordinate and review OD program plan and strategy implementation in order to ensure all programs are align with Gugah Nurani Indonesia's goals.
- Formulate the recommendation and best case practice for future and other OD programs based on the programs evaluation to maximize its impact and increase its efficiency.
- Prepare report of each CDP program activities in order to monitor performance and target accomplishment.
- Maintain and improve relationship with partners, internal stakeholders (which may include local government, other NGOs, industry, etc.) to improve the overall programs of Operational Departments.

Qualifications

- S1 / Bachelor Degree; Preferably in Developmental Studies, Developmental Psychology, Child Studies, Family Studies.
- Preferably 1+ years of relevant working experiences

- Preferably 1+ years of NGSs working experiences
- Good understanding about Project Cycle Management
- Good communication ability to actively interact with community
- Good skill in computer use (Ms. Office)
- Fresh graduate are welcome to apply
- Fluent in English and Bahasa

6. Finance Officer – Jakarta [CODE: FOJ01]

Position Summary

Responsible for the daily operations of finance and accounting activities to provide effective support to the company. Common duties may include making financial report, analyzing daily transactions, create ledger, and monitor cash flow of the company..

Key Responsibilities

- Develop financial report that is required by internal and external parties in a timely and accurate manner and in accordance with accepted principles in order to allow monitoring of organization's cash flow.
- Prepare short, medium, and long term budget forecast and communicating with relevant departments to keep track of inflows and outflows in order to ensure the availability of organization's budget in a timely manner.
- Monitor and improve cash-flow management processes to ensure all incoming and outgoing fund are maintained, controlled and comply with the organization's policy and procedures.
- Develop financial reports for all departments (which may include but not limited to general ledger, administrative report, budgeting forecast, financial report, and cash-flow management program) in order to ensure organization's financial health.

Qualifications

- S1 / Bachelor; preferably in Finance and Accounting
- Preferably 6 months of relevant working experience.
- Preferably 6 months experience in NGO.
- Ability to work independently and with the team
- High attention to detail and accurate data entry
- Preferably have a good understanding of accounting practices
- Able to work under pressure and multitasking
- Excellent computer skill (Ms. Office)
- Fresh graduate are welcome to apply
- Fluent in English and Bahasa

7. HRD Officer – Jakarta [CODE: HRD01]

Position Summary

Execute the strategies established by the HR Manager in two areas: talent assessment and development, in order to stimulate and accelerate the improvement of staff competency and performance, which should lead to the improvement of the organizational performance.

Key Responsibilities

- Liaise with organizational stream leaders to conduct talent need analysis to provide comprehensive understanding on organization talent projection.
- Prepare and operate organization talent marketing (which may include preparing ads, conducting job fairs, advertising vacant positions) to attract potential talent in the market.
- Execute pre-selection activities in order to filter potential candidates for the final selection process.
- Prepare and deliver talent induction for new hire in order to support the integration process to the organization.
- Develop competency tools and assessment in order to provide up-to-date tools to assess employees competency skills.
- Execute training need analysis to all employees in order to provide comprehensive understanding on training programs needed to enhance employee capability.
- Prepare training programs which may include preparation of facilities, materials, external speakers, etc to increase employees' knowledge in order to improve organization's productivity.
- Deliver training courses (online and physical) to assigned participants to further develop their character and increase their knowledge in order to improve organization's productivity.

Qualifications

- A bachelor's degree (Preferably in Law, Management and Psychology Major)
- Minimum 1+ years' experience in NGO
- Preferably 1 year experience in the Human Resources field
- Fresh graduate are welcome to apply
- Proficient of processing payroll and in handling BPJS
- Ability to work independently and with the team
- Ability to works under pressure, multi task and attentive to details
- Well planned and organizer
- Good skill in computer use (Ms. Office)
- Fluent in English and Bahasa

8. Project Management Officer Income Generation – Jakarta [CODE: PMO01]**Position Summary**

Responsible in coordinating project management works in different sectors and report to Project Management Assistant Manager, common duties include ensuring data availability from all OD departments (including CDPs), reviewing project implementation approval, monitor CDP activity on a monthly basis, develop report of each CDP achievement, and execute established Income Generation plan and strategies.

Key Responsibilities

- Review project data from CDP in order to ensure data availability and alignment with internal policies and procedures.
- Review submitted DIP or Activity Report in order to examine CDP's goals, method, and budget for each activity.

- Develop compiled report of each CDP program activities (monthly, quarterly, yearly) in order to monitor performance and target accomplishment
- Provide technical consultancy and advice to IG officers (which may include technical guidance, entrepreneurship knowledge, community facilitator, etc.) in order to increase staff knowledge.
- Coordinate the implementation and execution of program strategies and planning in each CDP to ensure the achievement of Gugah Nurani Indonesia's goals.
- Develop sustainability strategy for the community involved in order to reduce dependency of Income Generation program of Gugah Nurani Indonesia.
- Develop report for Income Generation programs to ensure the implementation of Good Governance.

Qualifications

- S1 / Bachelor Degree; Preferably in Social Economy, Economy Development, Business Studies, Development Studies, Accounting.
- Preferably, 1+ years' experience in NGO
- Preferably, 1+ years of project sites working experiences
- Good understanding about Micro Finance & Small Medium Enterprise Development
- Have a good reporting skill
- Good communication skills & interpersonal skill
- Ability to work independently and with the team
- Good computer skill (Ms. Office)
- Fluent in English and Bahasa

9. Sponsorship Service Department Officer – Jakarta [CODE: SSD01]

Position Summary

Execute sponsorship management day-to-day operation (which may include activities of report submission, SSD CDP activities, case management, etc) in order to provide comprehensive understanding regarding sponsored child situation and development and maintain and improve international sponsor retention rate.

Key Responsibilities

- Execute the data application system process and usage for both SSD CDP staff and SSD HO staffs in order to ensure the implementation of internal policies and governance system.
- Execute the report development and collection for SSD from each CDP to Head Office to ensure the implementation of good governance.
- Create recommendation for case management based on analysis and review of current case in order to protect children's right in each community.
- Monitor and check the implementation and execution of SSD strategies and planning in each CDP to ensure the achievement of SSD goals.
- Conduct tasks and service related to sponsors' inquiries from Korea, Japan & Indonesia in order to strengthen sponsor retention rate.

Qualifications

- S1 / Bachelor Degree; preferably Social Welfare, Developmental Psychology, Education, or English Literature

- Preferably 1+ years' experience in NGO
- Ability to work independently and with the team
- Have a good reporting skills
- Specialist on data entry task and data analysis
- Able to communicate with community and children
- Willing to work mobile and active
- Good Skill in computer use (Ms Office)
- Fresh graduate are welcome to apply
- Fluent in English and Bahasa

10. Design Monitoring Evaluation Officer – Jakarta [CODE: DME01]

Position Summary

Responsible to conduct activities related to research, evaluation, and development of GNI, which may include: executing performance measurement tools for GNI, prepare and develop proposals, formulate research, evaluate CDP programs, and designing and conducting training.

Key Responsibilities

- Execute performance measurements tools in order to quantify and measure the annual performance of OD programs against GNI target.
- Conduct research on internal and external best practice and lessons learnt through research of benchmark programs in order to improve operational performance.
- Execute OD program visitation in each CDP (scheduled & unscheduled) in order to directly and objectively discover the annual performance of OD programs.
- Execute impact evaluation programs (quarterly, per semester, and yearly) in CDPs to ensure that the desired performance from a program or initiative is aligned with the initial objective.
- Develop activities based on DEM Assistant Manager recommendations and solutions (which may include writing and revising OD guidelines, create new tools and method for research, designing and conducting training, etc) in order to improve the operation of OD programs in each CDP.
- Lead and monitor implementation of activities developed in order to ensure the effectiveness of the activities
- Develop report of each CDP performance to DME Assistant Manager in order to allow assessment of individual CDP performance.

Qualifications

- S1 / Bachelor's degree, preferably in Statistics, Mathematic, and Business Administration.
- Preferably 1+ years of relevant working experiences
- Preferably 1+ years' experience in NGO and in project site.
- Have a good understanding about Performance Cycle Management and Logical Framework Approach
- Have a good competency about Program Design, Monitoring & Evaluation Framework.
- Have a good skill to implement baseline survey
- Fresh graduate are welcome to apply
- Fluent in English and Bahasa

11. Major Funding Officer – Jakarta [CODE: MFO01]

Position Summary

Identify and cultivate external funding opportunities (which may include corporate CSR, government grant, gift in kind donation, etc) in order to ensure the organization's financial sustainability.

Key Responsibilities

- Execute research and identification of potential funding partners (which may include CSR, Government Grant, and other sources) in order to develop and strengthen funding pipeline.
- Prepare proposals and grant writing documents which is required for funding administration in order to have seamless funding process.
- Prepare other paperwork and other related documents connected with funding (CSR, Grant, and other funding) in order to comply with the funding requirements.
- Act as main Gugah Nurani Indonesia's representative during funding negotiation process in order to close the deal.
- Overview the funding usage in project implementation in order to ensure the project implementation is occurred based on initial agreements.
- Prepare the project and funding usage reports in order to ensure the transparency of funding usage to the sponsors and donors.
- Distribute detailed reports to the sponsors, donors and related parties with respect to the organization's progress in grant and CSR in order to provide transparency of funding usage.

Qualifications

- S1 / Bachelor Degree; any disciplines.
- Preferably 1 year related working experiences
- Target oriented
- Active and passionate towards fundraising activities
- Good communication skill both verbally and written.
- Fresh graduate are welcome to apply
- Fluent in English and Bahasa