



Center for Tropical Medicine
Universitas Gadjah Mada

Center for Tropical Medicine, Faculty of Medicine, Public Health and Nursing, Gadjah Mada University (FK-KMK UGM) in collaboration with the Indonesian Ministry of Health in the Implementing Agency Asean Biodiaspora Virtual Center" activity funded by the ASEAN Mitigation of Biological Threats (MBT) Program and other partners. We are currently hiring for:

PLANNING & ADMINISTRATIVE OFFICER

QUALIFICATIONS

1. Fluent in English (TOEFL Min.500 or IELTS Min. 6.0)
2. Under 35 years old
3. Indonesian Citizen and domiciled in Indonesia
4. Education: Minimum a Bachelor's Degree in Administration Public/Finance/International Affair
5. Experienced in program management and finance minimum of 3 years
6. Working experience in ASEAN Secretariat or international project is preferred
7. Skills:
 - Managerial skills
 - Knowledge in program management and planning
 - Experienced in budget management
 - Excellent organizational and analytical skills, complemented by good interpersonal skills
 - Proven ability to listen, conceptualize, innovate, and plan programs including budgeting and financial reports
 - Ability to develop financial and activity reports
 - Ability to work under pressure, work harmoniously in a team, adapt to diverse cultural environments, and maintain high standards of personal behavior

JOB DESCRIPTION

1. Establish and periodically circulate guidelines and information circulars on issuances and administrative procedures relevant to ABVC operations
2. Establish regular correspondence to respond to inquiries concerning administrative, financial audit and personnel matters related to ABVC operations
3. Collect and relay ABVC-related responses and feedback to the appropriate technical staff
4. Plan project activities and coordinate with IA regarding planning of funds for activities
5. Facilitate project activities and coordinate with internal and external parties including partners
6. Assist in making the content of letters needed for activities including distributing them to related parties
7. Prepare travel plans for project staff and all needs for travel, including duty letters, official travel letters, tickets, and accommodation
8. Prepare the submission and management of activity financial funds according to the budget that has been made
9. Performing financial accountability to the finance team of the Center for Tropical Medicine (IA)
10. Cooperate with the financial team of the Center for Tropical Medicine (IA) for daily cash reconciliation every month
11. Reporting the use of activity funds every month and at the end of the activity then archiving it
12. Collect and archive CV, KTP, NPWP and other documents related to staff
13. Draft employment contracts and facilitate signing employment contracts for project staff
14. Foster and maintain relationships between ASEAN Member States and partners
15. Assist the ABVC team in collecting disease data
16. Assist the ABVC team monitor the current situation of disease development in the ASEAN region
17. Working with the ABVC Team in reviewing the draft of ABVC reports
18. Carry out tasks assigned by the leader

Send your cover letter and complete CV to

Email **centertropmed.fkkmkeugm.ac.id**

with subject: **Name_Planning & Administrative Officer**

Applications are received no later than **3 April 2024**

Contract duration until December 2023 and will be extended