



SPECIFIC JOB PROFILE

I. Post Information

Job Title: Fund Raising Assistant

Post#: 69984

Supervisor Title/ Level: Chief PSFR (P5) Post # 126686

Organizational Unit: PFP

Post Location: Country Office - Jakarta, Indonesia

Job Level: GS-5

Job Profile No.:

Job Classification Level:

II. Purpose for the job

This position reports to the Chief of Private Sector Fundraising. The role provides administrative support for the implementation, monitoring, and reporting of PFP activities in line with the agreed strategy and work plan in UNICEF Indonesia. The post is a key interface with a broad range of contacts within and outside the Organization. The post prioritizes tasks and organizes work independently based on general direction from the supervisor.

III. Key functions, accountabilities and related duties/tasks:

Within the delegated authority and under the given organizational set-up, the incumbent may be assigned the primarily, shared, or contributory accountabilities for all or part of the following areas of major duties and key end-results.

1. **Provide operational and administrative support to the smooth running of the PFP unit**

- Assists the PFP team through operational and administrative tasks
- Contributes to smooth communication and enhanced workflow of information through maintaining and retrieving data, documents, and correspondence (filing, archiving, Electronic Content Management ECM)
- Improves the organization of the unit filing system, including retention and destruction/deletion of outdated files/documents in coordination with ICT
- Arranges and prepares appointments and meetings both within and outside the office for the unit/supervisor
- Prepares agenda and minutes of meetings and shares with relevant staff
- Prepares correspondence for the supervisor's review
- Acts as Travel Focal Point for the PFP team
- Acts as Attendance Focal Point for the PFP team
- Maintains the PFP work plan
- Maintains a PFP calendar of key moments and events

2. Support the financial management and procurement of the PFP unit

- Prepares Funds Commitments, Purchase Orders and Requisitions for goods and services to be procured in collaboration with the contract owner
- Monitors the reception and payment of invoices of suppliers and initiates the payment process with Finance
- Keeps track of contracts and expiry dates and informs contract owners when they need to start renewal/retender processes
- Keeps an archive of all final contracts
- Compiles and maintains the Supply Plan

3. Supports and monitors internal and external reporting

- Supports the Business Analyst in preparing monthly income and expenditure reports, as well as mandatory reports to the global organization
- Keeps track of the reporting calendar and deadlines
- Liaises with the Regional Office counterpart to finetune submissions when issues occur
- Keeps an archive of relevant reports and presentations and is able to retrieve information upon request

4. Other aspects of support to the PFP team

- Keeps abreast of activities of importance, latest policies, procedures and organizational changes affecting the team. Attends relevant webinars and digests new guidance. Makes PFP staff aware of changing processes and procedures
- Assists in the preparation of fundraising initiatives and campaigns organized by PFP Unit
- Helps to manage stocks of promotion material and other goods
- Act as a back-up to other PSFR Assistants in the team
- Undertakes any other duties assigned by the supervisor

IV. Impact of Results

1. Provide operational and administrative support to the smooth running of the PFP unit through an effective processing of information and data in a timely manner.
2. Knowledgeable delivery of quality services contributing to achievement of work objectives for the PFP.
3. Professional image projected through in-person interaction. Discretion exercised with confidential donor/partner information and sensitive subject matters.

V. Competencies and level of proficiency required

Core Values attributes

- Care
- Respect
- Integrity
- Trust
- Accountability
- Sustainability

Core Competencies (For Staff without Supervisory Responsibilities) *

- Demonstrates Self Awareness and Ethical Awareness (1)
- Works Collaboratively with others (1)

- Builds and Maintains Partnerships (1)
- Innovates and Embraces Change (1)
- Thinks and Acts Strategically (1)
- Drive to achieve impactful results (1)
- Manages ambiguity and complexity (1)

*The 7 core competencies are applicable to all employees. However, the competency Nurtures, Leads and Managers people is only applicable to staff who supervise others.

VI. Recruitment Qualifications

Education:	Completion of secondary education is required.
Experience:	<ul style="list-style-type: none"> • At least five years* of administrative/clerical experience in the field of sales/marketing/fundraising or related office support work is required. • Experience organizing meetings and events is desirable. • Experience and knowledge of the UN / UNICEF operations is desirable. • Proven organizational and information management skills are desirable. <p><i>*A bachelor's degree from a recognized academic institution in a field relevant to the position may replace three years of related work experience.</i></p>
Language Requirements:	Fluency in English and Bahasa Indonesia is required