



SIAP SIAGA

Kemitraan Indonesia Australia
untuk Kesiapsiagaan Bencana

Terms of Reference

Position Title:	FXTE – Administrative and Procurement Assistant (APA)		
Position Type:	Sub-National FXTE	Location:	East Java
Duration:	1 year		
Reporting To:	Partnership and Program Implementation Manager East Java		

Program Overview:

The Australia-Indonesia Partnership in Disaster Risk Management (SIAP SIAGA) is a seven-year program that commenced in late 2019, funded by the Australian Government's Department of Foreign Affairs and Trade (DFAT) and implemented in cooperation with the Government of Indonesia (Gol). SIAP SIAGA aims at improving Indonesia's ability to prevent, prepare for, respond to and recover from disasters and strengthen cooperation between Australia and Indonesia in humanitarian issues in the region. SIAP SIAGA is implemented at the national and sub-national levels through collaboration with the National Disaster Management Authority (BNPB), the Ministry of Home Affairs, the National Development Planning Agency (BAPPENAS), the Ministry of Foreign Affairs, the Local Disaster Management Agencies (BPBD) and other national and local government institutions, civil society organisations and academia.

SIAP SIAGA is focused on achieving four end of program outcomes (EOPOs):

- **EOPO 1:** Gol's disaster risk reduction systems are strengthened, resulting in better domestic leadership of disaster management.
- **EOPO 2:** Target provinces, districts and villages are better able to prepare for, adapt, prevent, respond to and recover from disasters.
- **EOPO 3:** Strengthened cooperation between Australia and Indonesia on disaster risk management and preparedness regionally.
- **EOPO 4:** Strengthened learning, innovation, cooperation and inclusion for disaster management.

It is progressing towards these outcomes by focusing on eight priority programs of the Gol: (1) enhancement of disaster management systems; (2) enhancement of disaster management strategy; (3) mapping and evaluation of disaster risks; (4) enhancement of data service, information management, and communication in disaster management; (5) enhancement and development of policies and regulations for disaster preparedness; (6) increasing the quality of disaster emergency management; (7) enhancement of the quality of post disaster policy; and (8) increasing local capacity of disaster management logistics and equipment.

To strengthen the disaster management system, SIAP SIAGA provides strategic technical advice to align national and local policies with international commitments. This effort focuses on embedding gender mainstreaming, institutionalizing disability inclusion, and supporting climate change adaptation across disaster risk reduction, preparedness, response, and recovery processes, through collaboration with national and local partners.

At the sub-national level, SIAP SIAGA works with four provinces in Indonesia: East Java, Bali, West Nusa Tenggara, and East Nusa Tenggara. It also promotes disaster management initiatives and innovations through its outreach program to up to six other provinces.

Purpose of the Position:

The Administrative and Procurement Assistant will provide high-quality administrative, operational, logistics, and procurement support to the SIAP SIAGA East Java Sub-National Team. The position is responsible for supporting program implementation through effective administration, financial documentation, event and travel coordination, records management, procurement processing, and vendor coordination, ensuring compliance with organisational policies, donor requirements, and value-for-money principles. This position is engaged on a short-term consultancy basis, subject to program needs and DFAT approval of the activity work plan.

Under the supervision of the Partnership and Program Implementation Manager, and in close collaboration with the Program Support Officer (PSO) and Finance Officer (FO), the Administrative and Procurement Assistant will support the efficient delivery of program operations and activities in East Java. The position will ensure effective administrative and procurement systems, maintain accurate records and documentation, coordinate travel and event logistics, manage vendor relationships, and work collaboratively with the provincial team and relevant stakeholders to support successful program implementation and compliance.

Key Responsibilities

1. Administrative Responsibilities

- a. Provide administrative and operational support to the East Java Sub-National Team, including travel and accommodation arrangements, event logistics, and day-to-day coordination support.
- b. Support program implementation activities by providing administrative, financial administration (cash advances, settlements, and acquittals for approved program activities and events), and secretarial support, including the organization of workshops, meetings, and events.
- c. Support effective program operations by working closely with the Program Support Officer (PSO), Provincial Finance Officer (PFO), and other team members to ensure smooth delivery of activities and strong team collaboration.
- d. Maintain accurate records and documentation, including project letters, financial supporting documents, attendance records, correspondence, travel documentation, event records, asset registers, and filing systems, ensuring compliance and accountability requirements are met.
- e. Ensure efficient administrative systems and processes through proper document management, records maintenance, asset tracking, and continual improvement of administrative procedures to support program delivery.

2. Procurement Responsibilities

- a. Support procurement processes required for program implementation activities.
- b. Ensure procurement processes are efficient and functioning correctly.
- c. Coordinate procurement processes for goods and services in compliance with organisational procedures, donor requirements, and value-for-money principles.
- d. Manage vendor and service provider relationships to ensure timely delivery of goods and services.
- e. Ensure completeness and compliance of procurement documentation, including vendor invoices and supporting records.
- f. Conduct administrative and documentation checks of procurement transactions before submission for review and approval.
- g. Support and coordinate procurement activities but is not authorised to approve procurement transactions.
- h. Ensure goods and services are verified by the relevant activity owner and approved by authorized manager before payment processing.

Duration and location:

12-month initial contract with possible extension based on performance and program needs. The position is based in Sidoarjo – Surabaya – East Java Province (Mobilisation and Demobilisation will not be provided), with occasional travel to project areas and the National Office.

Key Relationships:

This position will work closely with the following individual and/or organisation:

- Reports to the Partnership and Program Implementation Manager
- Coordinates closely with Program Support Officer and Finance Officer to support program implementation, procurement, event management, cash advances, settlements, and acquittals.
- Liaise with vendors, service providers, consultants, and other stakeholders to support operational and procurement requirements

Qualifications, Experience and Personal Attributes:

- A bachelor's degree in business administration, Secretarial Studies, or a related field.
- Proven experience in administrative or office support roles, preferably within government or development programs.
- Strong organizational and document management skills, including maintaining records, filing systems, and correspondence.
- Basic to intermediate proficiency in data management, including database entry, data validation, and reporting.
- Excellent communication skills, both written and verbal, with strong attention to detail.
- Ability to work effectively in a team, manage multiple tasks, and meet deadlines in a fast-paced environment.