

Terms of Reference

Activity Support Officer

National or DFAT Remuneration Framework:¹	Discipline Group B, Job Level 2
Counterparts:	Gol counterparts (Ministry of Finance, Bappenas, Coordinating Ministry for Economic Affairs, etc.), Prospera team, and other development partners
Work Location:	Thematic Area Offices, Jakarta
Reports to:	Lead Adviser
Duration of inputs:	Full time for 12 months
Budget Source (AP# & Description):	(to be confirmed based on Thematic Area)

Summary of Expertise Required

The Activity Support Officer (ASO) is required to provide administrative support to enable efficient operations of Prospera's Thematic Areas (TA). This position will support the Lead Adviser, Project Officer and other advisers to manage day-to-day unit activities and more importantly project activities in areas linked to the strategic goals of the Prospera Thematic Areas.

Scope of Services

The ASO is required to provide full range of administrative support, including:

- Handling domestic and international travel arrangements
- Arrange logistics for particular events
- Provide assistance with planning and executing special events including workshops, trainings, focus group discussions (FGD), duty trips as organised by Prospera programs, including identifying/contacting participants and helping with budgeting.
- Manage petty cash and arrange payment of activities
- Responsible for maintaining TA central filing through One Drive system and the initial point-of-contact for all questions on files management, correspondence preparation and control.

The ASO will occasionally be requested for support other TA activities and represent the TA in the Prospera fortnightly staff meeting.

Output/Deliverables

The position is expected to deliver the following over the term of the contract to the satisfaction of the Prospera Lead Adviser:

- Day-to-day support to the delivery team to enable activities to be delivered in efficient and effective manner.
- Documentation of all administrative transactions in accordance with guidelines.
- Well maintained records management and office supplies systems.
- Timely management of all transactions.
- Inputs to reports as required
- Other outputs as required by Lead Adviser.

In addition to these formal deliverables, the position is expected to regularly communicate with the MST, and TA on progress and seek input where required.

¹ To be negotiated with the preferred candidate based on skills and experience and within funding limits.

Selection Criteria – Qualifications and Experience

The ASO is expected to have:

- Undergraduate degree, or associated qualifications combined with relevant practical experience (minimum 2 years), or equivalent combination of education and experience.
- Strong computer skills and good knowledge of relevant software applications.
- Experience with arranging events, trainings to a large scale, arranging travel and field visits for Indonesian government officials as well as for team member and foreign visitors.
- Relationship building skills to work closely with a variety of partners.
- Experience completing tasks independently with respect to timeline(s).
- Demonstrated experience communicating effectively internally and externally. Excellent Communication skills, including written and spoken English language.
- Familiarity to DFAT or international organisation work routines, processes and procedures

Relationship Management

The ASO will support Prospera’s Thematic Areas objectives. This requires the position to:

- Establish and maintain sound professional relationships with all counterparts.
- Promote sound engagement between counterparts and Prospera staff.
- Create linkages and relationships with representatives of other GOI and donor agencies to ensure harmonisation between Prospera and other programs.

Overview of PROSPERA

Prospera is a partnership facility between the Government of Australia (through Department of Foreign Affairs and Trade) and the Government of Indonesia. It aims to foster strong, sustainable and inclusive economic growth in Indonesia. Commencing from 1 March 2018, Prospera is a planned five-year investment that draws together the former Government Partnership Fund (GPF) and Australia Indonesia Partnership for Economic Governance (AIPEG). Prospera will be responsive to the needs of a wide range of agencies in the Indonesian government, covering six thematic areas:

- Markets** – improving product and factor market efficiency;
- Finance** – delivering financial stability and development;
- Spending** – improving the quality, delivery efficiency, and access to public services;
- Revenue** – mobilising revenues without unduly impeding private activity;
- Public Sector Reform** – strengthening economic institutions; and
- Economics & Inclusion** - providing analysis to boost the evidence for economic policy.

The following standard requirements apply for all PROSPERA team members:

Confidentiality

Due to the sensitivity of much of the information the position will encounter, there is an obligation, pursuant to the contract of engagement to maintain full confidentiality of information and to not disclose this to third parties without the express written approval of Prospera. In some cases, a separate confidentiality agreement may be required authorising the review of sensitive material.

Conflict of Interest

The team member will use her/his best endeavours to ensure that a situation does not arise which may result in a conflict of interest. Where a conflict of interest or a potential conflict of interest arises in the performance of the obligations under this Terms of Reference, the team member must immediately notify the Chief of Operations

<p>Knowledge and Performance</p> <p>The team member will support Prospera’s Knowledge and Performance team through reporting and communication products for knowledge capture and learning purposes. The team member will also support monitoring and evaluation through the supply of high quality data, participation in data collection methods and case studies that may arise from the inputs.</p>	<p>Diversity and Inclusion</p> <p>Prospera recognises the importance of embracing workplace diversity, specifically valuing the unique qualities, attributes, skills, and experience all employees bring to the workplace. Prospera is committed to supporting a positive work environment based on respect. These values should be reflected in the function and behaviour of all team members.</p>
<p>Code of Conduct</p> <p>The team member is to conduct themselves in a manner consistent with the <i>Public Service Act 1999</i> (Cth), (including the Australian Public Service Values and Employment Principles, and Code of Conduct) and the employer’s professional standards.</p>	<p>Policy Compliance</p> <p>The team member will work within Department of Foreign Affairs and Trade policy and Prospera guidelines on gender, child protection, poverty, the environment, human rights, and governance</p>

Note: Please use the form provided on the next page to submit the response to selection criteria.

Response to Selection Criteria

Position : Activity Support Officer
Candidate's name : Click or tap here to enter text.

Selection Criteria	Response
Undergraduate degree, or associated qualifications combined with relevant practical experience (minimum 2 years), or equivalent combination of education and experience.	Click or tap here to enter text.
Strong computer skills and good knowledge of relevant software applications.	Click or tap here to enter text.
Experience with arranging events, trainings to a large scale, arranging travel and field visits for Indonesian government officials as well as for team member and foreign visitors.	Click or tap here to enter text.
Relationship building skills to work closely with a variety of partners.	Click or tap here to enter text.
Experience completing tasks independently with respect to timeline(s).	Click or tap here to enter text.
Demonstrated experience communicating effectively internally and externally. Excellent Communication skills, including written and spoken English language.	Click or tap here to enter text.
Familiarity to DFAT or international organisation work routines, processes and procedures	Click or tap here to enter text.