

Konservasi Indonesia is a national foundation established to support sustainable development in the country. We are the main partner of Conservation International in Indonesia. For more information, please visit: [www.konservasi-id.org](http://www.konservasi-id.org)

We envision a healthy and prosperous Indonesia where biodiversity is valued and preserved. With offices and project sites across Indonesia, we promote a sustainable landscape-seascape approach and establish partnerships with multiple stakeholders across sectors and jurisdictions to deliver lasting impacts for people and nature in Indonesia.

As we are constantly expanding, we are currently hiring to fill the following position for our office in **Mataram**:

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## **Project Administrative Officer**

**(Code: PAO)**

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Konservasi Indonesia (KI) is seeking a qualified and motivated individual to provide general administrative support to the project/technical staff to help implement project deliverables. Assist in drafting routine communications and handling everyday documents. Assist with project monitoring, compiling data, and drafting non-technical status reports. This includes provides administrative, operational, and financial support for Mataram office and Sumbawa field site of KI.

The purpose of the role for effective administration, accurate and timely processing, reporting, and monitoring of administrative and finance activities. Manage travel arrangements, support major activities/meetings logistic, accommodation, arranging for transportation, and related field activities. The Officer reports Conservation Planning Manager for day-to-day operations of the Office and major work plans, and to the IKI SOMACORE Finance Coordinator in terms of technical direction dan procedure.

### **KEY RESPONSIBILITIES**

#### **1. Project/Program Administrative Support**

- Arranging meeting, workshop and events (venue selection, logistics arrangement, materials, and communication with participants) and includes assisting reservation of flight and accommodation
- Assists Supervisor/Program Manager in preparing contract or agreement for Service, Honorarium, Office Lease, Travel, Vehicle and Grants
- Assist to prepare SPK needed in Mataram Office and Sumbawa field site using the standard template and review the timesheet for payment
- Maintain Mataram Office and Whale Shark Learning Center in Sumbawa and/or Dompu Inventory list, conducts physical checking periodically and ensure the asset list is updated periodically both in inventory list and in BW
- Supervise outsource staff (Guard, Office Support) and maintain communication with outsource company as well with HR Jakarta. This include any SPK staff for other operation role.
- Maintain and manage office supplies including make standard office needs and maintain the stock, such as stationery, kitchen supplies, etc
- Purchase regular office supplies (stationary and groceries) and maintain office supplies inventory
- Maintain the functionality of office equipment's and general services such as office building, AC, telephone, electricity and other electronic devices.
- Ensuring the vehicle (car, motorcycle, speed boat) log is managed as per regulation
- Organizes Filing System and information, handling incoming and outgoing letter/mail, payment document, daily correspondence, sending or receiving letter and messages by post, telephone
- Serves as receptionist and welcome visitor or guest in a good manner (incoming calls are dealt politely and efficiently)
- Maintain frequent communication, and including regular meetings with staff in Mataram and Sumbawa Field Site

#### **2. Financial Duties**

- Handle Mataram Office Petty Cash, preparing payment request while making sure that all financial transactions are in budget and accordance with KI procedure and policy.



# KONSERVASI INDONESIA

- Review Travel Expense Report to comply with KI regulation with adequate supporting documents.
- Handling payment of local transport/fee/per diem of participants/speakers of event, workshop, and meeting.
- Handles regular office payment i.e: utilities, Telephone, Internet, Car/Motorcycle Rent, Outsource Payment, Medical reimbursement, etc.
- Enters petty cash transaction into KI online accounting system on daily basis and making sure that all are correctly charged to the approved charging codes.
- Ensures that Travel Advances or Activity Advances are cleared in timely manner.

## **ADDITIONAL RESPONSIBILITIES**

- On-time and accurate submission of all timesheets and expense reports (cash/travel advances, etc.)
- Ensures that all tasks are delivered smoothly, timely and accurately within minimum supervising
- Any related tasks as assigned by the Supervisor.

## **QUALIFICATIONS**

**Required** (*critical to successful job performance. Applicants not meeting required skills may not be hired*)

- Economic, Administration, Finance, or Management or related education background will be an advantage
- Preferable 2-year relevant work experience in Finance and Administration.
- Effective verbal and written communication, multi-tasking, organizational, prioritization skills are necessary.
- Demonstrated detail focus, self-confidence, and an ability to follow procedures, meet deadlines and work independently and cooperatively with team members are required.
- Comfortable managing multiple duties and adapting to changing priorities.
- Service focus. Courteous, tactful, and proven ability to work effectively with others.
- Possess good knowledge of local cultural setting in West Nusa Tenggara
- Computer skills with strong familiarity of word processing, spreadsheets, and database software are mandatory

## **ADDITIONAL QUALIFICATIONS**

*List additional required or preferred qualifications specific to the position.*

- Have experience with Non-Government Organization (NGO)
- Able to work in remote area
- Able to work under pressure independently with long-distance supervising

## **WORKING CONDITIONS**

- Work is performed in a typical office environment which requires field trip to KI's sites, MPA and other location if needed.
- Flexibility to work outside normal work hours to meet deadlines as needed.
- Working overtime sometimes is needed especially during a certain event

Please send your current resume and cover letter (no more than 4 pages) to:

[indonesia.hrd@konservasi-id.org](mailto:indonesia.hrd@konservasi-id.org)

Please fill the "subject" column of the e-mail with this format:

**< PAO > - < your name >**

Closing date for the application is **Apr 6, 2025**

(Only short-listed candidates will be notified).