

## **ToR Finance and Administration Assistant UNICEF – BaKTI Partnership**

### **Back Ground**

Based on the Country Program Action Plan between the Government of Indonesia and UNICEF, UNICEF agrees to co-operate with BaKTI, jointly with UNICEF Makassar office, provide support to the provincial government in identifying and addressing deficits in knowledge, training or capacity towards improving key challenges to policy implementation at the district and sub-district levels and showcasing smart practices and lessons learned.

The Eastern Indonesia Knowledge Exchange (BaKTI) encourages knowledge-based sustainable development through the exchange of experience, smart practices, information, documents and data in eastern Indonesia.

BaKTI's goal is 'improved development in eastern Indonesia', and it aims to support development actors to achieve this broad goal through a focus on specific objectives:

- Supporting development actors to collaborate and harmonize development
- Encouraging development actors to learn from one another and share knowledge to improve the quality of development program
- Providing media and building mechanisms so development actors are able to deliver and provide input to the development agenda

This ToR is developed for the position of **Finance and Administration Assistant** who will support the implementation of the program specifically focusing on Water Sanitation and Hygiene (WASH).

### **Duties and Responsibilities**

In conducting activities under the agreed work plan between UNICEF and BaKTI with government counterparts and CSOs specifically focusing on Water Sanitation and Hygiene (WASH). Below are the duties and responsibilities of Finance and Administration Assistant:

- Assisting finance, logistic, administrative tasks of activities of UNICEF-BaKTI program;
- Assisting staff in organizing events;
- Assisting the arrangement of transportations and accommodations for program staff and counterparts of the program;

- Updating BaKTI's database including attendance list, ToR, activity report, minutes of meeting, photo, communication products of UNICEF-BaKTI Program;
- Other duties as required.

**Location**

The position is based in Makassar, Indonesia.

**Duration and Reporting**

The assignment will be started in May 2021 until April 2022 (12 months).