

Terms of Reference

Post title: Administrative Officer

Program: Revitalising Informal Settlements and their Environments (RISE)

Reporting to: In-Country Manager, RISE

Duty Station: Makassar, Indonesia

Duration: 6 months, extendable based on performance

Number of posts: 1 post

Background:

The Revitalising Informal Settlements and their Environments (RISE) programme aims to demonstrate a new approach to water and sanitation management in urban informal settlements. RISE is an action-research programme utilizing a randomized control trial (RCT) methodology involving 24 informal settlements (12 in each country). The RISE theory of change is that the water sensitive cities (WSC) approach can interrupt the fecal-oral transmission route, resulting in an improvement in human gastrointestinal health, especially for children under 5 years of age. **The overall aim of RISE is** 'to improve the lives of men and women, boys and girls in informal settlements through improvements in human health and the environment by adopting a *water sensitive cities* (WSC) approach to informal settlement upgrading. The Expected outcome is to provide the evidence that a localised, water-sensitive approach to upgrading informal settlements can deliver sustainable, cost-effective improvements in health and the environment as a complementary to 'big pipes' in the Asia-Pacific, paving the way for further deployments in the region and globally.

Key responsibilities:

1) Manage all logistical and operational aspects of RISE programme implementation in country

- Assist with the coordination of travel planning, project purchasing and payment of invoices adhering to resources allocations and purchasing policies
- Service project meetings and workshops, including the scheduling of meetings, booking of meeting spaces, preparation of agendas, papers, minutes and correspondence
- Support to prepare periodic reports of project activities.

2) Backstop the In-Country Manager during his/her absence

- Provide high level project support including contribution to the scoping, planning and delivery of project management tasks to meet key operational deliverables.
- Act as a point of contact for the Project Executive, Leadership Group & Stakeholders as required, to ensure effective working relationships and efficient flows of information

3) Support in-country RISE documentation and filing, and any other duties required

- Develop and maintain effective working relationships with peers, colleagues and relevant staff across an international project to identify specific needs, issues, trends; and work closely with them to develop quality and consistent processes and systems
- Provide information, advice and expertise in regards to a broad range of operational responsibilities including data collection, project planning and finance processes, reporting requirements and monitor, evaluate and improve project output.

Key result areas:

Timely logistical support to RISE in-country that facilitates the research, visits from visiting researchers, etc.

Required qualifications and experience:

At least a Bachelor degree in business studies, or relevant degree. A high school certificate with at least five years' experience can be accepted in lieu of a Bachelor degree. At least five years of experience with:

- Office management and logistics;
- Familiarity with community-based development;
- Experience with import and export of project materials;
- Able to work under pressure and with complexity.

English oral and written language skills highly desirable.