

**ToR Finance and Administration Assistant
UNICEF – BaKTI Partnership
Strengthening Safe and Friendly Environment for Children (SAFE4C) in South Sulawesi**

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. For Strengthening Safe and Friendly Environment for Children (SAFE4C) in South Sulawesi, the program aims to interlink the intervention of strengthening community-based mechanism and strengthening accessible & standard services to strengthen child protection preparedness and response to COVID-19 pandemic at local level.

The program will be implemented in 3 districts and 1 city (Bulukumba, Gowa, Maros, Makassar) in South Sulawesi with following objectives:

1. Supporting targeted villages in selected districts/city to improve their mechanisms to identify and refer vulnerable children and families/caregivers.
2. Supporting targeted districts/city to improve their capacity to provide accessible and quality integrated child welfare and protection services.
3. Supporting parents/caregivers to improve capacity on good parenting practices.
4. Supporting children to have access to life skills information and to increase knowledge on protective behavior practices.

This ToR is developed for the position of **Administration and Finance Assistant** who will support the implementation of Strengthening Safe and Friendly Environment for Children (SAFE4C) in South Sulawesi.

Duties and Responsibilities

In conducting activities under the agreed work plan between UNICEF and BaKTI with government counterparts and related stakeholders on Strengthening Safe and Friendly Environment for Children (SAFE4C) in South Sulawesi. Below are the duties and responsibilities of Finance and Administration Assistant:

- Supporting Program Staff in conducting activities under the agreed work plan between UNICEF and BaKTI with government counterparts and related stakeholders on Strengthening Safe and Friendly Environment for Children (SAFE4C) in South Sulawesi;

- Assisting finance, logistic, administrative tasks of activities of UNICEF-BaKTI program on Strengthening Safe and Friendly Environment for Children (SAFE4C) in South Sulawesi;
- Assisting program staff in organizing events;
- Assisting the arrangement of transportations and accommodations for program staff and counterparts of the program;
- Preparing the financial report of the activities;
- Preparing General Journal Voucher to record all non bank and cash transaction;
- Assisting Program Staff in forecasting cash requirements and monitor changes;
- Ensuring all expenditures are approved in accordance with UNICEF policies and procedures and procurement procedures;
- Working together with Program Staff in maintaining the program's inventory;
- Performing administrative duties such filing, correspondences, photocopying, and any other administrative duties;
- 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 on 1st July 2021 until 28 February 2022.