



**KOMISI NASIONAL HAK ASASI MANUSIA
REPUBLIK INDONESIA**

Jl. Latuharhary No. 4B Menteng, Jakarta Pusat Telp. 6221-3925230 Fax. 6221-3925227 Website : www.komnasham.go.id

SURAT PENGUMUMAN

NOMOR : 339 / S.O.0.3/2018

TENTANG

**PERPANJANGAN LOWONGAN PENERIMAAAN *FINANCE MANAGER*
UNTUK PROGRAM MEKANISME NASIONAL ANTI PENYIKSAAN
KERJA SAMA KOMISI NASIONAL HAK ASASI MANUSIA DAN UNI EROPA**

Sehubungan dengan pengumuman Nomor 293/S.O.0.3/X/2018 tanggal 8 Oktober 2018 dan nomor: 305A/S.O.0.3/X/2018 tanggal 19 Oktober 2018 maka dengan ini diberitahukan perpanjangan penerimaan posisi *Finance Manager* dengan lokasi di Jakarta . Adapun posisi tersebut untuk mendukung pelaksanaan Kegiatan *Strengthening the Roles of the Indonesian National Human Rights Commission (Komnas HAM) and 4 National Institutions (Komnas Perempuan, KPAI, LPSK and Ombudsman) in Establishing National Preventive Mechanism for the Prevention of Torture in Indonesia*, kerja sama Komnas HAM dan Uni Eropa.

A. Kualifikasi Pelamar (terlampir)

B. Proses dan Prosedur Lamaran

1. Surat lamaran diketik dan mencantumkan alamat pelamar beserta nomor telepon dan email yang bisa dihubungi
2. Fotocopy ijazah pendidikan yang dilegalisir oleh Pejabat yang berwenang
3. Fotocopy /scanned kartu identitas diri (KTP/Paspor)
4. Satu buah surat rekomendasi
5. Pas foto berwarna ukuran 4X6 sebanyak 1 buah
6. Berkas lamaran dapat dikirimkan langsung dan via email ke alamat :

Komisi Nasional Hak Asasi Manusia
Up. Bagian Kepegawaian, Hukum dan Organisasi
Jl. Latuharhary 4 B, Menteng, Jakarta Pusat, 10310

Alamat email : subbag.kal@gmail.com

C. Lain –Lain

1. Pengumuman ini berlaku sejak tanggal 21 November s.d 5 Desember 2018. Surat Lamaran diterima paling lambat 5 Desember 2018 (stempel cap pos), atau diantar langsung paling lambat 5 Desember jam 16.00 WIB, Email : subbag.kal@gmail.com.
2. Pengumuman hasil seleksi administrasi dan panggilan wawancara akan diumumkan di website Komnas HAM, minggu ke 1 Desember 2018.



Dikeluarkan di Jakarta
pada tanggal 21 November 2018
Sekretaris Jenderal, *Dr. Tasdiyanto*

Dr. Tasdiyanto
Dr. Tasdiyanto, SP, M.Si
NIP 19720720199631001

**THE INDONESIAN NATIONAL HUMAN RIGHTS COMMISSION
(KOMNAS HAM)**

**Recruitment for Positions
Closing date: 5 December 2018**

**Strengthening the Roles of the Indonesian National Human Rights Commission (Komnas HAM) and
4 National Institutions (Komnas Perempuan, KPAI, LPSK and Ombudsman) in
Establishing National Preventive Mechanism for the Prevention of Torture in Indonesia**

Background

National human rights institutions (NHRIs) are official, independent State institutions established by law to promote and protect human rights. Some NHRIs are established under the constitution of their country. Others are established by an act of the legislature (the parliament). They have broad mandates for the promotion and protection of human rights. The establishing laws give the institutions certain functions and should provide them with the powers necessary to perform those functions. In all cases NHRIs have functions of researching, advising and educating on human rights issues. In most cases they also have responsibility to investigate violations of human rights and to seek to resolve complaints of violation.

The ratification of the Convention against Torture (*Convention against Torture and Other Cruel, Inhuman or Degrading Treatment or Punishment*) through Law No. 5 of 1998 is expected to continue to reduce the number of complaints about cases of torture. This amount is an addition to the cases of arrest and/or detention not in accordance with acceptable procedures and arrest and/or detention with violence. The cases indicate a continuation of a culture that has been prevalent in the Police environment. This then raises the question of the legality of the arrest itself. Notices of arrest or detention are often not made immediately. It is possible that the detainee's family might go days without notice after a family member suddenly disappears. It is worth noting that upon closer examination, the mode of arrest without warrant is substantially related to the practice of enforced disappearances. In relation with prevention of torture, Komnas HAM has joint collaboration with the Women's Commission, the Indonesian Child Protection Commission, the Ombudsman of the Republic of Indonesia, the Witness and Victim Protection Agency to deal with the issue of elimination of torture in government detention centres under National Preventive Mechanism for the Prevention of Torture in Indonesia. The initiative aims to improve understanding of and commitment of key government agencies and security sectors to accountability for and prevention of torture and other cruel, inhuman or degrading treatment or punishment, through a National Preventive Mechanism (NPM).

In pursuit of the above, Komnas HAM is seeking a consultant to implement the project along with the Commissioners and staff of Komnas HAM. Komnas HAM is particularly looking for candidates with proven strength in leadership, client and partner relations, as well as experience managing and measuring results for local and national policymakers. Candidates must have the ability to drive Komnas HAM's programmatic goals, policies, and strategies forward through the project objectives. The position offered is:

1. Finance Manager (KH-NPM-003) (see the detail description attached)

Applicants are requested to send their detailed CVs, a recommendation letter, certified true copies of educational background certificates, copy/scanned of identity card, a 4X6 recent photograph, and a brief application letter. Applicants are expected to quote the vacancy number detailed above as the subject heading to the following recruitment mailbox and email address:

Komisi Nasional Hak Asasi Manusia
Kepala Bagian Kepegawaian, Hukum dan Organisasi
Jl. Latuharhary 4B, Menteng, Jakarta Pusat 10310

Email address: subbag.kal@gmail.com

Applications should be received by **5 December 2018**. Applications from woman candidates are especially welcome. Acknowledgement will be sent to short-listed candidates only.

FINANCE MANAGER (KH-NPM-003)

The candidate will be required to conduct the following tasks:

1. Supporting proposal development, planning, monitoring and budgeting
2. Tracking spending against budget at agreed intervals and, in consultation with the Program Manager Providing feedback to budget holders and suggestions for the timely expenditure of funds
3. Processing project reports, narrative and financial, against agreed timelines
4. Monitoring implementation, including interaction with activity implementers to support efficient delivery of services
5. Compiling narrative and financial reports in compliance with Komnas HAM requirements, in line with EU requirement, and including contributions to mid-term reviews
6. Assist Program Manager in establishment of the annual activities
7. Plan and monitor financial management.
8. Manage the overall accounting and bookkeeping for the organization including accounts payable and receivable, inventory and capitol assets, banking, and payroll functions
9. Develop and update financial and administration operation guideline and ensure that financial administration practices is in compliance with the guideline.
10. Work closely with Program Manager/Director of Program to handle revenue for NPM program, including but not limited to :
 - Facilitate the annual budget process; Provide monthly financial report and analysis of financial statements, including statement of activities, fund balance, and sources/uses of funds to the Program Manager(s) and, as requested, to Komnas HAM Commissioners and appointed staff
 - Prepare annual audits (for the organization and programme)
 - Advice Program Managers and other appointed staff on financial and accounting matters, conduct internal control/audit, conduct risk management and other relevant finance-related matters;
11. Contract of work periode : 1 January 2019 – 31 January 2021

Qualifications and experience required:

1. A university degree in a relevant field. Additional academic or professional qualification is an advantage.
2. Minimum of 5 years of relevant work experience, preferably including one year at EU funded project and/or other international agencies.
3. The competencies required include: Familiarity with computer-based programme and budgeting systems;
4. Experience supporting budgeting, financial and narrative reporting, finance audit and work planning. Additional work experience/s with EU funded project at government/state institution is an advantage.
5. Good writing skills and ability to draft clear concise financial reports;
6. Languages: Fluency in Indonesian and English
7. Excellent writing and reporting skills
8. Skills: Very good organizational skills, tact and discretion; ability to adapt to a range of projects and to work in a team; ability to work in an international, multicultural environment; good interpersonal skills and ability to maintain good working relations with colleagues and staff at all levels within as well as outside the organization;
9. Based in Jakarta