



**KOMISI NASIONAL HAK ASASI MANUSIA
REPUBLIK INDONESIA**

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SURAT PENGUMUMAN

NOMOR: 005/Reg.093/2019

TENTANG

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

Sehubungan dengan 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, dengan ini membuka kesempatan bagi warga negara Indonesia untuk mendaftar sebagai Finance Manager dengan lokasi di Jakarta sebanyak 1 (satu) orang.

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 alamat dapat via email ke :

Alamat email: subbag.kal@gmail.com / cc_ekamayo@gmail.com

C. Lain-lain

1. Pengumuman ini berlaku sejak tanggal 1 April 2019 s.d 7 April 2019. Surat lamaran diterima paling lambat 7 April 2019 jam 18.00 WIB
2. Pengumuman hasil seleksi administrasi dan panggilan wawancara akan diumumkan di website Komnas HAM.

Dikeluarkan di Jakarta pada tanggal 1 April 2019

 Sekretaris Jenderal Komnas HAM 



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

THE INDONESIAN NATIONAL HUMAN RIGHTS COMMISSION

(KOMNAH HAM)

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,

Recruitment for Positions

Closing date: 7 April 2019

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 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 and to seek to resolve complaints of violation.

The ratification of 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 family member suddenly disappears. It is worth noting that upon close 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 and Witness and Victim Protection Agency to deal with the issue of elimination of torture in government detention centers 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 seeks consultants to steer the project implementation with Komnas HAM Commissioners and Staffs. Komnas HAM is particularly looking for candidates with strengths in leadership, building partnership, as well as managing and measuring results for local and national policy makers. Candidates must have the ability to drive forward Komnas HAM's programmatic goals, policies and strategies 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, quoting the vacancy number, to the following recruitment email address:

Email address: subbag.kal@gmail.com / cc ekamayo@gmail.com

Applications should be received by April 7th 2019. 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 in 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 requirements, and including contributions to mid-term reviews
6. Assist Program Manager in establishment the annual activities
7. Plan and monitor financial management
8. Manage the overall accounting and bookkeeping for the organization including account payable and receivables inventory and capitol assets, banking, and payroll functions
9. Develop and update financial and administration operation guideline and ensure the 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 statement including statement of activities, fund balance, and sources/uses of funds to the Program Manager(s) requested, to Komnas HAM Commissioners and appointed staff
 - Prepare annual audits (for the organization and program)
 - Advice Program Manager and the 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 period : April 2019 – 31 January 2021

Qualifications and experience required:

1. A university degree in a relevant field. Additional academic of professional qualification is an advantage.
2. Minimum of 5 years of relevant work experience, preferably including one year at EU funded projects and/or international agencies.
3. The competencies required include: Familiarity with computer-based program 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 institutions is and 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 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