



Deutscher Akademischer Austauschdienst
German Academic Exchange Service

DAAD Außenstelle Jakarta
DAAD Regional Office Jakarta

Call for Applications

Finance and Administration Officer

for the action

EU-ASEAN Sustainable Connectivity Package (SCOPE) Higher Education

The DAAD Regional Office Jakarta is seeking a qualified candidate for the position of a Finance and Administration Officer within the EU-funded EU-ASEAN action 'SCOPE Higher Education'.

Background

The SCOPE Higher Education action is implemented by a consortium of Nuffic (Lead) (Netherlands Organisation for International Cooperation in Higher Education and Research) and DAAD (German Academic Exchange Service). Period of implementation is 48 months from February 2024 onwards.

SCOPE Higher Education has the following expected outcomes:

1. Student, academic staff and researcher mobility, intra-ASEAN and between EU and ASEAN
2. EU-ASEAN cross-regional university networks to tackle global challenges jointly by fostering research on Green Transition, Digitalisation and Blue Economy
3. ASEAN regional networks of Vocational Education Institutions, strengthening linkages with the private sector for sustainability and connections relevant to the ASEAN labour market

The DAAD supports outcome 1 and is responsible for the overall implementation of outcome 2. Outcome 1 involves facilitating policy dialogue and collaboration between institutions in ASEAN and provide technical assistance and capacity building on reference systems and frameworks for academic qualifications. Outcome 2 establishes and supports EU-ASEAN university networks. Activities also comprise organising higher education dialogues, seminars, and symposia (trainings, high-level conferences etc.), designing and commissioning studies, tendering, and awarding funding contracts. Activities are implemented throughout the Southeast Asian (SEA) region.

Specification

The main tasks of the position are to deliver the finance and administration of the DAAD's work packages within the action and support the technical delivery and the overall implementation. Together with the DAAD Senior Programme Component Manager the position ensures that the financial and administrative processes and standards of the delivery of DAAD's work packages are in compliance with EU rules (DG INTPA rules and regulations), with the financial guidelines agreed upon by Nuffic and DAAD, with the DAAD standard operating procedures and meet best practice. Moreover, the position will support the overall implementation of DAAD's work packages.

The Officer will work in a team based in Jakarta, in close cooperation with DAAD staff located at the DAAD Head Office in Bonn, Germany, and with the project management team lead by Nuffic. S/he reports to the DAAD Senior Programme Component Manager and coordinates with the overall Team Leader of the action assigned by Nuffic and with the DAAD Programme Directors.

The intended start date of the assignment is May 2024 (pending final approval by the DAAD Head Office). The location of the assignment is Jakarta, Indonesia.

Duties and tasks

- Responsible for financial, contractual, and accounting functions
- Ensures that all office functions – including financial transactions, banking transfers and payments are handled efficiently and on time
- Ensure compliance of the budget commitments with the financial management rules of the SCOPE HE action, and with the relevant EU regulations and guidelines
- Provide financial control on the eligibility of activities carried out, perform financial control of incoming invoices, and ensure proper documentation for the audit trail, implement the financial management system of SCOPE HE and the internal monitoring and control of spending, and manage service and other contracts for the activities
- Responsible for procurement procedures (e.g. tangible supplies, experts, services etc.)
- Support the SCOPE HE audit processes on behalf of the consortium
- Provides daily operational support to the DAAD management team
- Responsible for administrative duties (travel, event, logistics, visitors)
- Support the overall implementation of the action and the organization of events
- Travel to SEA or EU countries if needed

Qualifications and Key Competencies

- Bachelor's degree in accounting or an appropriately related field with a minimum of five (5) years of relevant work experience.
- In-depth knowledge of and experience in accounting or finance, preferably supported by professional qualifications or certificates.
- Experience in budgeting; knowledge of EU funding and programme management rules would be highly desirable.
- Demonstrated ability to plan and organize tasks and workflows, with proven ability for accuracy under pressure and adherence to deadlines.
- Good oral and written communication skills; including experience in a cross-cultural environment and international settings.
- Good interpersonal skills; demonstrated ability to develop and maintain sound working relationships with stakeholders.
- Good IT skills with adequate knowledge of MS Office (esp. Excel, PowerPoint) and Outlook.
- Ability to multi-task, work long and irregular hours, and willingness to travel.
- Excellent command of English, written and spoken. Knowledge of German is a great asset.

Remuneration

We offer a monthly salary (within the DAAD salary scheme) commensurate with the candidate's personal qualifications and experience. Applicable benefits include medical benefits, paid leaves in accordance with Indonesian Labour Law and a 13th annual salary (THR). This is a fixed-term position with an initial contract duration of one year and the possibility to extend to four years.

How to apply?

Please send your application highlighting your suitability and potential contribution to the position together with a detailed CV and copies of educational certificates/transcripts via e-mail to Ms. Ellyzar, DAAD Regional Office Jakarta (ellyzar@daad.de), cc it to muji@daad.de, mentioning '**Finance and Administration Officer EU SCOPE**' in the subject line.

Application Deadline: April 5th, 2024