

**MINISTRY OF AGRARIAN AFFAIRS AND SPATIAL PLANNING /
NATIONAL LAND AGENCY**
Integrated Land Administration and Spatial Planning Project (ILASPP)
IBRD Loan No.9732-ID
Finance and Administration Officer (1 position)

REQUEST FOR EXPRESSIONS OF INTEREST

The Government of the Republic of Indonesia has received a loan from the World Bank toward the cost of Integrated Land Administration and Spatial Planning Project (ILASP), intends to apply part of the proceeds for individual consultant service as **Finance and Administration Officer**.

The Finance and Administration Officer will be a strong support to Project Management Unit (PMU) at the ATR/BPN and other working units on a daily basis, as well as strengthening and improving the financial and administration aspect due to the significant increase of transactions. He/she will be working closely in the process of financial transactions, verification, and reporting with the Financial Management Team, and deliver tasks and assignments as directed by the Project Management Leader.

The *Finance and Administration Officer* under supervision and coordination of the Consultant of PMU-ILASP will be responsible, but are not limited to the following:

- a. Follow-up of matters requiring the attention of the relevant team members, especially during their absences, following appropriate consultation with other team-member(s) within the PMU;
- b. Manage the agenda of the team;
- c. Provide proactive administrative support such as correspondence, taking and writing up minutes of the PMU's meetings, preparing presentation materials and other written and illustrative materials as required;
- d. Assist in the planning and coordination of meetings, workshops, seminars, visits or other events in or outside PMU - ILASP; take responsibility for event logistical matters such as accommodation, transportation (both air and ground), invitations, liaising with relevant Working's unit, and other logistical matters as necessary. These activities are done in coordination with the PPK of PMU and his/her team-member and other relevant PMU's Team;
- e. Assist in the arrangement of travel and accommodation, including the completion of travel forms, travel advance computation and report, and related documents;
- f. Support FMS in preparing periodic project reports on a regular basis (including Quarterly and Annual Reports) from the aspect of financial, administration, and contract management;
- g. Support PPK in the preparation of payments and the process of verifying documents supporting project expenditures;
- h. Support PPK in managing the project financial administration process, including coordination with all working units (Satker) at the BPN Kanwil, Kantah and third parties or vendors;
- i. Support PPK in managing supporting documentation of all expenditures;
- j. In collaboration with the Procurement Team, supporting to periodically update Systematic Tracking of Exchanges in Procurement (STEP);

- k. Assist PMU during the audit process by internal or external data in accordance with the World Bank and the Government of Indonesia (GoI) regulations;
- l. Assist the PPK in recording to BMN (Barang Milik Negara) of all assets has been produced under the project;
- m. Assist the PPK in procuring/purchasing all of PMU's office supplies and operational under the project;
- n. Assist Project to input and operate the SAKTI, OM SPAN, and SIRUP LKPP applications in accordance with PMU PPRA activities;
- o. Support FMS to arrange the revision process of the Operational Activity Guidelines Budget
- p. Support PPK in arranging the Term of Review and Owner Estimate.

The Project Admin shall have the following minimum qualifications and experience:

- 1. A relevant degree or equivalent qualifications and experience.
- 2. Minimum 4 (four) years or more of professional experience relevant to above tasks in an international working environment.
- 3. Good understanding of Indonesian public finance regulations, including budget and treasury;
- 4. Experience in working with financial management at the Government of Indonesia (GoI), international environment or World Bank considered as advantage;
- 5. Good knowledge of spoken and written in English, with advanced computer skills in MS Office programs especially proficient in Excel;
- 6. Good knowledge of financing schemes for survey and mapping activity;
- 7. Experience with financial applications such as Om-SPAN, and SAKTI will be an advantage;
- 8. Target and team-oriented person, willing to work long hours and travel to project sites and able to work independently under minimum supervision;
- 9. Women are encouraged to apply.

PMU of ILASP Project now invites eligible consultants to indicate their interest in providing the services. Interested consultants must provide information indicating that they are qualified to perform the services (CV, References, Salary History, etc.)

The consultant will be selected in accordance with the procedures set out in the World Bank's Procurement Regulation for IPF Borrower (September 2023). Interested consultants may obtain further information at the address below during office hours 09.00 to 16.00 WIB (Jakarta time; GMT+7). The expressions of interest must be delivered to the email below by January 31, 2025.

NATIONAL LAND AGENCY

Attn: Noor Aini, S.T. (Kelompok Kerja Pemilihan V)

(PHLN Working Group, *UKPBJ Kementerian ATR/BPN*)

1st floor, BPN Building, Jl. Sisingamangaraja No. 2, Jakarta Selatan 12110, Indonesia

Tel: +62 21 21 7250603

E-mail: pokjapemilihan2025atrbpn@gmail.com