



## BACKGROUND

The Early Recovery Assistance (ERA) Programme for Yogyakarta and Central Java built on the United Nations Response Plan issued by the UN system in Indonesia on 2 June 2006 in the immediate aftermath of the Earthquake disaster in Yogyakarta and Central Java. The programme is designed to promote early recovery from the disaster and to serve as a crucial link between immediate short-term and longer-term recovery and development activities.

The programme includes four key outputs/components :

- (1) Coordination, planning and monitoring of early recovery;
- (2) Rapid livelihoods restoration;
- (3) Support to Government reconstruction (Housing and infrastructure); and
- (4) Disaster preparedness and risk reduction.

This programme will be undertaken through partnerships with local and national authorities, national NGOs, civil society groups, the private sector, and international organizations.

ERA Programme seeks to support an effective and early recovery from the earthquake disaster, through the following expected outputs:

- To support Government and UN coordination, planning and monitoring of early recovery;
- To provide immediate support to the earthquake affected people in restoring their livelihoods and laying the foundations of longer-term sustainable recovery;
- To provide technical, information, coordination and additional capacity support to the Government to ensure a smooth transition from immediate relief to long-term recovery; and,
- To provide support to the Government in incorporating disaster risk reduction concerns in the recovery

Under NEX (National Execution) modality, the National Development Planning Agency (BAPPENAS) is directly implementing and responsible for **Output 1: Coordination, planning and monitoring of early recovery**; at the same time performs coordinative role for the (3) three other ERA Programme components implemented by **ERA Project Implementing Team (PIT)** in Yogyakarta. Together with international partners and UNDP technical assistance to BAPPENAS in this respect, BAPPENAS has undertaken a Damage and Needs assessment which result in the National Action Plan for Post-Disaster Recovery prepared on July 2006. As indicated above, UNDP is also leading the "early recovery" cluster of the UN emergency response coordination system, with a mandate to support efforts to ensure effective linkages of immediate responses to the earthquake disaster with medium-term recovery (rehabilitation and reconstruction) efforts.

Specific envisaged activities for **Output 1: Coordination, planning and monitoring of early recovery** are as follows:

1. Support to Post-Disaster Recovery Secretariats in Jakarta, Yogyakarta and Central Java as well as to support BAPPENAS and provincial BAPPEDAs in achieving their mandates related to coordinate and monitor reconstruction process.
2. Through this activity, the ERA programme will facilitate BAPPENAS to develop a monitoring framework for the reconstruction process, and include supports for public information system to be prepared at provincial Bappeda(s).

To implement the project, a **National Project Management Unit (NPMU)** is established at **BAPPENAS**, and **Provincial Project Management Unit (PPMU)** at Province DI Yogyakarta and Central Java. The National PMU will implement its main role for coordinating government programme with the Team Keppres 9/2006 as well as coordinating donor's programme for recovery implementation. BAPPENAS will also provide supports for guidelines and policy for implementation, meanwhile at provincial level the PPMU will oversee the recovery implementation and at close collaboration with the Implementing Board of Keppres 9/2006. To maintain daily project operation, the Secretariat NPMU-BAPPENAS will recruit personnel for *monitoring and evaluation, liaison, financial management and administration*. The Terms of Reference for each position are elaborated on the following pages.



## TERMS of REFERENCE

Post code : ERA PMU – AA

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Post Title	<b>Administrative Assistant</b> Secretariat PMU - BAPPENAS
Recruitment	Indonesian national
Duty station	Jakarta
Duration of assignment	6 months extendable
Starting date	June 2007

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*Interested applicant to send his/her application letter, latest Curriculum Vitae, copy of diploma and references in sealed envelope with intended Post Code on the right side, latest 18 April 2007 to :*

**Director for Regional II, BAPPENAS**

**Gedung Madiun 4<sup>th</sup> floor**

**Jl. Taman Surapati no.2, Menteng**

**JAKARTA PUSAT**

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Under direct supervision of the **Director for Regional II – BAPPENAS** as **National Project Director (NPD)** and the **Project Specialist** in charge for **Output 1 : Coordination, planning and monitoring of early recovery**; the **Administrative Assistant** is responsible for the day-to-day administrative management of the project in line with the work plan as well as policies/procedures for nationally executed projects. For this reason, she/he must be able to work full-time for the assignment. Reporting to National Project Director (NPD) and National Project Manager in BAPPENAS, Jakarta, the Administrative Officer will have duties and responsibilities and not limited to as following:

1. To organize meeting, workshop, and other relevant project's agenda for National Project Director, National Project Manager and all team members of PMU BAPPENAS;
2. To provide support for communication between the National Board, Provincial Boards, Project Implementation Team in Yogyakarta and other project's stakeholders;
3. To prepare and keep records of project's correspondence, project inventory, project documentation, project reports, project archive appropriately;
4. To provide support for office daily operation;
5. To perform other relevant project duties as requested by the National Project Director and the Project Specialist in charge.

### Qualifications required for Post Code ERA PMU – AA :

- At least 2 years experience in clerical, book-keeping job, ideally within a disaster project context or BAPPENAS context
- Bachelor degree in secretary, economic, finance, or social sciences
- Working level of English language is an absolute necessity;
- Proven capabilities with MS Office application to keep records and produce reports;
- Good inter-personal and communication skills;
- Full time availability for project management duties

**UNDP and BAPPENAS promotes gender equality and strongly encourage women to apply for this post.**



## TERMS of REFERENCE

Post code : ERA PMU – FA

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Post Title	Finance Assistant
Recruitment	Secretariat PMU - BAPPENAS
Duty station	Indonesian national
Duration of assignment	Jakarta
Starting date	6 months extendable
	June 2007

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**Director for Regional II, BAPPENAS**

**Gedung Madiun 4<sup>th</sup> floor**

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Under direct supervision of the **Director for Regional II – BAPPENAS** as **National Project Director (NPD)** and the **Project Specialist** in charge for **Output 1 : Coordination, planning and monitoring of early recovery**; the **Finance Assistant** is responsible for the day-to-day administrative management of the project in line with the work plan as well as policies/procedures for nationally executed projects. For this reason, she/he must be able to work full-time for the assignment. Reporting to National Project Director (NPD) and National Project Manager in BAPPENAS, Jakarta, the Administrative Officer will have duties and responsibilities and not limited to as following:

1. To prepare and to consolidate budget quarterly report for the National Project Director and Project Specialist to review
2. To assist the National Project Manager for managing and appropriately recording the project budget for **Output (1) : coordination, planning and monitoring** as Committing Officer, by ensuring that:
  - (a) request for quarterly project funds are prepared in accordance with UNDP standard and procedure
  - (b) expenditures are made in accordance with UNDP standard and procedure
  - (c) accounting records and supporting documents are kept,
  - (d) required financial reports are prepared,
  - (e) financial operations are transparent and financial procedures/regulations for NEX projects are properly applied; and she/he is ready to stand up to audits at any time
3. To assist the Project Specialist for managing and appropriately recording the physical resources (e.g. vehicles, office equipment, furniture, stationary etc.) provided to the project by UNDP for the Secretariat PMU BAPPENAS
4. To perform other relevant project duties as requested by the National Project Director.

### Qualifications required for Post Code ERA PMU – FA :

1. At least 3 years, with responsible professional experience in finance/accounting department, ideally within a project context and have an experience on financial audit
2. Possess knowledge and experience in project management
3. Bachelor degree in economic, finance, banking and other relevant financial management system
4. Working level of English language is an absolute necessity;
5. Proven capabilities with MS Office application to keep records and produce reports;



**EARLY RECOVERY ASSISTANCE (ERA) PROGRAMME  
BAPPENAS – UNDP COLLABORATION**



6. Good inter-personal and team building skills;
7. Full time availability for project management duties.

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**TERMS of REFERENCE**  
Post code : ERA MONEV – YOGYA

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Post Title	<b>Monitoring and Evaluation Officer for Yogyakarta</b> Secretariat PMU - BAPPENAS
Recruitment	Indonesian national
Duty station	Jakarta
Duration of assignment	6 months extendable
Starting date	June 2007

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**Director for Regional II, BAPPENAS**

**Gedung Madiun 4<sup>th</sup> floor**

**Jl. Taman Surapati no.2, Menteng**

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Under direct supervision of the **Director for Regional II – BAPPENAS** as **National Project Director (NPD)** and the **Project Specialist** in charge for **Output 1 : Coordination, planning and monitoring of early recovery**; the **Monitoring and Evaluation Officer for Yogyakarta** is responsible for collecting and updating data for monitoring the progress of recovery implementation in Province DI Yogyakarta, and preparing the periodically evaluation report to BAPPENAS for further policy recommendation and strengthening coordination between stakeholders in Yogyakarta and Jawa Tengah. The Monitoring and Evaluation Officer for Yogyakarta will have duties and responsibilities and not limited to as following:

1. Undertaking data collection from the central government agencies and local governments for monitoring the progress of recovery
2. Developing and updating database for monitoring system to be operated at national and provincial level in close collaboration with PPMU Yogyakarta
3. Assisting the PPMU Yogyakarta in managing database for monitoring the recovery progress in close collaboration with the PMU Liaison for Yogyakarta.
4. Preparing the evaluation report of recovery progress in reference to National Action Plan policy and recommendation for recovery implementation
5. Any other relevant duties as requested by NPD

**Qualifications required for Post Code ERA MONEV – YOGYA :**

- Bachelor's degree in statistics, science or engineering.
- At least 3 years, preferably two years' work experience in the monitoring and evaluation of the similar post disaster projects;
- Ability to handle effectively multiple tasks without compromising quality, perform a supportive team spirit and positive working relationship;
- Proven capabilities with MS Office application to keep records and produce reports;
- Strong inter-personal and team building skills.

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**TERMS of REFERENCE**  
Post code : ERA MONEV – JATENG

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Post Title	<b>Monitoring and Evaluation Officer for Jawa Tengah</b> Secretariat PMU - BAPPENAS
Recruitment	Indonesian national
Duty station	Jakarta
Duration of assignment	6 months extendable
Starting date	June 2007

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Under direct supervision of the **Director for Regional II – BAPPENAS** as **National Project Director (NPD)** and the **Project Specialist** in charge for **Output 1 : Coordination, planning and monitoring of early recovery**; the **Monitoring and Evaluation Officer for Jawa Tengah** is responsible for collecting and updating data for monitoring the progress of recovery implementation in Province Jawa Tengah, and preparing the periodically evaluation report to BAPPENAS for further policy recommendation and strengthening coordination between stakeholders in Yogyakarta and Jawa Tengah. The Monitoring and Evaluation Officer for Jawa Tengah will have duties and responsibilities and not limited to as following:

1. Undertaking data collection from the central government agencies and local governments for monitoring the progress of recovery
2. Developing and updating database for monitoring system to be operated at national and provincial level in close collaboration with PPMU Jawa Tengah
3. Assisting the PPMU Yogyakarta in managing database for monitoring the recovery progress in close collaboration with the PMU Liaison for Jawa Tengah
4. Preparing the evaluation report of recovery progress in reference to National Action Plan policy and recommendation for recovery implementation
5. Any other relevant duties as requested by NPD

**Qualifications required for Post Code ERA MONEV – JAWA TENGAH :**

- Bachelor's degree in statistics, science or engineering.
- At least 3 years, preferably two years' work experience in the monitoring and evaluation of the similar post disaster projects;
- Ability to handle effectively multiple tasks without compromising quality, perform a supportive team spirit and positive working relationship;
- Proven capabilities with MS Office application to keep records and produce reports;
- Strong inter-personal and team building skills.

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**TERMS of REFERENCE**  
Post code : ERA LO – YOGYA

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Post Title	Liaison Officer for Yogyakarta PMU - BAPPENAS
Recruitment	Indonesian national
Duty station	<b>Yogyakarta</b>
Duration of assignment	6 months extendable
Starting date	June 2007

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Under direct supervision of the **Director for Regional II – BAPPENAS** as **National Project Director (NPD)** and the **Project Specialist** in charge for **Output 1 : Coordination, planning and monitoring of early recovery**; the **Liaison Officer for Yogyakarta** is responsible for ensuring a close coordination and exchange of information between National PMU, PIT and Provincial PPMU, and to assist PPMU in project management in accordance with UNDP standard and procedures. The Liaison Officer for Yogyakarta will have duties and responsibilities and not limited to as following:

1. Working in close collaboration with National PMU to assist PPMU in consolidating national policy and recommendation into Provincial and District Annual Work Plan for recovery implementation
2. To liaise National PMU, Provincial PMU and the Project Implementation Team (PIT) for UNDP programme implementation and to report progress of recovery implementation (inclusively the other 3 components of ERA Programme implementation) in Province DI Yogyakarta on **regular basis to NPD and National PMU**;
3. To facilitate the coordination of data collection for monitoring the progress of recovery implementation
4. To facilitate assistance to BAPPEDA for operating the monitoring system
5. To provide assistance to PPMU for **consolidated work plan and quarterly report preparation** and ensure a timely submission to the National PMU; inclusively the project management aspect, in accordance with UNDP standard and procedures;
6. Any other relevant duties as requested by NPD

**Qualifications required for Post Code ERA LO – YOGYA :**

1. Bachelor's degree in social science, public administration or engineering ;
2. Five years' work experience in the government projects, experience on the similar projects will be an advantage;
3. Proven capabilities with MS Office application to keep records and produce reports
4. Ability to handle effectively multiple tasks without compromising quality, team spirit and positive working relationship;
5. Strong interpersonal, communication and liaison skills.

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**TERMS of REFERENCE**  
Post code : ERA LO – JATENG

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Post Title	Liaison Officer for Jawa Tengah PMU - BAPPENAS
Recruitment	Indonesian national
Duty station	<b>Semarang</b>
Duration of assignment	6 months extendable
Starting date	June 2007

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1. Working in close collaboration with National PMU to assist PPMU in consolidating national policy and recommendation into Provincial and District Annual Work Plan for recovery implementation
2. To liaise National PMU, Provincial PMU and the Project Implementation Team (PIT) for UNDP programme implementation and to report progress of recovery implementation (inclusively the other 3 components of ERA Programme implementation) in Province Central Java on **regular basis to NPD and National PMU**;
3. To facilitate the coordination of data collection for monitoring the progress of recovery implementation
4. To facilitate assistance to BAPPEDA for operating the monitoring system
5. To provide assistance to PPMU for **consolidated work plan and quarterly report preparation** and ensure a timely submission to the National PMU; inclusively the project management aspect, in accordance with UNDP standard and procedures;
6. Any other relevant duties as requested by NPD

**Qualifications required for Post Code ERA LO – JATENG :**

1. Bachelor's degree in social science, public administration or engineering ;
2. Five years' work experience in the government projects, experience on the similar projects will be an advantage;
3. Proven capabilities with MS Office application to keep records and produce reports
4. Ability to handle effectively multiple tasks without compromising quality, team spirit and positive working relationship;
5. Strong interpersonal, communication and liaison skills.

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