



Center for Tropical Medicine

Universitas Gadjah Mada

Zero TB city is a project conducted by the Center for Tropical Medicine, Faculty of Medicine, Public Health, and Nursing of Gadjah Mada University (Tropmed) in collaboration with Dinas Kesehatan Yogyakarta, Dinas Kesehatan Kulon Progo, and Burnet Institute, Australia. The project aims to eliminate TB in Yogyakarta and Kulon Progo by applying active case finding, immediate TB treatment, and prevent TB disease among those in high risk of developing the disease. The central team is based in Tropmed UGM, Yogyakarta. The data manager is a member of central team under the leadership of the Project Director of Zero TB city.

Administration and Finance Officer

Responsibilities

Ensure the implementation of administration and finance activities according to the standards applied by Tropmed, Zero TB city project, and relevant donors

Report to

1. Project Director of Zero TB city
2. Director of Tropmed

Activities

Administration

1. Conduct secretarial works: correspondence, archiving of documents, develop contracts, organize the venue of meetings
2. Conduct application and follow up of legalities with relevant authorities. The officer will apply and follow ethical clearance, authority permits, and custom documents.
3. Conduct procurement activities of the project, including preparing documents, following up procurement, custom, and arrival, and payment
4. Register the project assets and conduct regular inventory according to the standards of Tropmed UGM and donors.
5. Coordinate with relevant staffs in Tropmed on the implementation of the tasks above
6. Any other tasks requested by the team.

Finance

1. Develop and forecast the budget of the zero TB project and present it according to the standard of different donor
2. Follow up cash flow, to ensure all activities planned are financed
3. Follow up financial activities, ensure the expenditure follows the planned budget. If modification should be done, to conduct regular discussion with relevant project managers (ACF and contact tracing) and the project director
4. Develop financial report in the frequency, format, and standards of the Tropmed and relevant donors
5. Lead audit processes in accordance with donor requirements
6. Coordinate administration and financial procedures of Provincial and District Health offices and other local stakeholders when needed

Qualifications

Essential

1. Bachelor degree, any subjects
2. Minimum 2 years- experience working in administration and finance
3. Intermediate English writing and speaking competence

Assets

1. Experience working in academic institution, research project, or public institution
2. Experience working in logistic and procurement

Submit your applications (Application Letter and CV)

Via : pusatkedokteranpjis@ugm.ac.id cc ztbyogyakarta@gmail.com

Subject : (ZTB) Administration and Finance_Name

Deadline : January 22nd, 2020

Telp/Fax : +62274-547-147