

Job Vacancy Announcement

Reference No:	104
Project:	The Green Climate Fund (GCF) Project
Position:	Financial Specialist
Location:	Pontianak
Expected to join:	ASAP
Reporting to:	Senior Finance Manager

About GIZ

The Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH is an international cooperation enterprise for sustainable development with worldwide operations. Its objective is to improve people's living conditions on a sustainable basis.

The German Development Agency GIZ (Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH is a federal enterprise supporting the German government in promoting international cooperation for sustainable development and international education work. GIZ's main commissioning party is the Federal Ministry for Economic Cooperation and Development (BMZ) along with a number of other German Government agencies and international clients include the European Union, bilateral and private sector donors, and multilateral funding institutions.

About the project

In the context of the bilateral cooperation between the Government of Germany and the Government of Indonesia, GIZ has received a new commission from the Federal Ministry for Economic Cooperation and Development (BMZ), and multilateral funding from Green Climate Fund (GCF) for implementing the project "Land-based Mitigation and Adaptation Through Jurisdictional Approach in West Kalimantan".

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After receiving approval within GCF board meeting for the cross-cutting project, GIZ is now preparing for implementing the project cooperation with respective ministry and province authority. The envisioned cross-cutting project will support the implementation of the Indonesian social forestry initiative and the REDD+ strategy to contribute to the achievement of the FoLU Net Sink target by targeting the main drivers and underlying causes of deforestation and forest degradation. The Project improves forest and land-based governance, strengthens forest management units, implements and upscales social forestry models and community territories, and promotes sustainable agricultural business practices in existing smallholders through collaborations.

The project objectives are to achieve a paradigm shift through a landscape approach to forest and land management to foster low emission and climate resilient sustainable development pathway balancing protection and production. The project will focus on the following three components: (1) Strengthening the institutional regulatory framework for climate informed landscape planning, (2) Scaling up of climate-resilient and low-emission agricultural and agro-forestry practices, (3) Implementing community-based forest and landscape management.

Implementation of the project at West Kalimantan Province to be decentralised in 5 (five) regencies; Kapuas Hulu, Sintang, Ketapang, Sanggau and Kubu Raya.

GIZ is recruiting an Indonesian qualified 1 candidate for the position of:

Financial Specialist

A. Core Tasks

You deal with the matters and job orders assigned to you. You make yourself available to answer enquiries related to issues that fall within your assigned thematic area, where applicable in consultation with experienced specialists.

You are responsible for the correct processing and monitoring of all payment flows and for ensuring the supply of funds, as well as for the administrative work related to financial management. You work on all job orders within your remit and are the main contact for advising managers and other staff members on all issues in the thematic area. Additionally, you deal with the matters and job orders assigned to you with due regard for all the legal, contractual, socio-political and corporate policy requirements/P+R and the instructions of your line manager and follow up the processing and fulfillment of those tasks.

You draw up analyses for internal customers, assist in drawing up monthly/quarterly reports and provide support in preparing the annual statement of accounts. Working with experienced specialists, you resolve problems that arise in your area of responsibility on the basis of existing rules and draw attention to more complex challenges in your team.

In consultation with your team colleagues and line managers, you also coordinate all issues within your area of work and ensure that they are dealt with promptly and competently.

You clearly communicate the relevant requirements, conditions and restrictions in terms of your capacity to act.

You are involved in ongoing process development within your remit, are responsible for knowledge management and prepare and share documentation.

You perform the tasks assigned to you by your line manager, where required.

B. Main Activities

- Set up a settlement monitoring system for different financing contracts in the project and provide regular updates to the Senior Finance Manager (SFM).
- Support financing Recipients in planning, preparation and submission of settlements and disbursements adhering to deadlines
- Check vouchers and receipts submitted by the project/components and Recipients for completeness and allocation to correct cost units & activities and correct where necessary
- Support SFM in monitoring project budget and annual & semi-annual reporting to different commissioning parties in component/output/sub-activity level

- Support with contracts via GIZ country office and/or Head Office in accordance with Processes+Rules (P+R), above all service, financing and construction contracts etc.
- Monitor payables and receivables of contracts/procurements and follow up Third Party Receivables (TPR), Liabilities and Obligos
- Support annual Internal Controls, internal & external audits
- Assist the Cluster Coordinator and Country Director on overarching issues related to the implementation of GIZ corporate strategy (eq. Vision 2028)

The brief profile is not intended to provide a full and complete description.

(Where appropriate and reasonable, the position holder is willing to perform tasks outside the scope of the job description.)

C. Qualifications and specialist knowledge

Qualifications

- University degree in finance, economics, accounting or other relevant fields.
- 5 years working experience as finance specialist/officer in GIZ or similar international organisations
- Specialist knowledge of invoice verification and analytical skills
- Very good knowledge of Microsoft 365 (excel, power point, word)
- Experience in executing financial/accounting, commercial and filing tasks
- Outstanding organisational and time-management skills
- High integrity, team spirit, flexibility & innovative thinking
- Ability to work under pressure and in difficult contexts & with partners
- Excellent written and verbal communication, interpersonal and presentation skills in both English and Bahasa Indonesia
- Willingness to travel (mainly Jakarta and West Kalimantan)

Duty Station: Pontianak

Joining Date: 1 January 2026 or ASAP

Direct Supervisor: Senior Finance Manager

Please submit your motivation letter and comprehensive resume (including training and list of references) to recruitment-indo@giz.de by **January 1st, 2025** with subject line

GCF_FS_2026

Please name your file as follow format:

[Your Complete Name] [Motivation Letter/CV/Latest Education Certificate] (i.e: **Nakula Sadewa_CV** or **Nakula Sadewa_Motivation Letter** or **Nakula Sadewa_Reference**)

Only short-listed candidates will be notified.

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