



**SEKRETARIAT JENDERAL
KOMISI NASIONAL HAK ASASI MANUSIA REPUBLIK INDONESIA**

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SURAT PENGUMUMAN

NOMOR: 3 /Peng.0.0.3/XII/2020

TENTANG

**LOWONGAN PENERIMAAN *ADMINISTRATIVE STAFF* UNTUK PROGRAM PENYIKSAAN
KERJA SAMA KOMISI NASIONAL HAK ASASI MANUSIA DAN UNI EROPA**

Sehubungan dengan pelaksanaan Kegiatan *Strengthening the Roles of the Indonesian National Human Rights Commission (Komnas HAM) and 4 National Institutions (Komnas Perempuan, KPAI, LPSK, and Ombudsman) in Establishing National Preventive Mechanism for the Prevention of Torture in Indonesia*, kerja sama Komnas HAM dan Uni Eropa, dengan ini membuka kesempatan bagi warga negara Indonesia untuk mendaftar sebagai *Administrative Staff* dengan lokasi di Jakarta sebanyak 1 (satu) orang.

- A. Kualifikasi Pelamar (terlampir)
- B. Proses dan Prosedur Lamaran
 - 1. Surat lamaran diketik dan mencantumkan alamat pelamar beserta nomor telepon dan email yang bisa dihubungi
 - 2. Fotocopy ijazah pendidikan yang dilegalisir oleh Pejabat yang berwenang
 - 3. Fotocopy / scanned kartu identitas diri (KTP/Paspor)
 - 4. Satu buah surat rekomendasi
 - 5. Pas foto berwarna ukuran 4X6 sebanyak 1 buah
 - 6. Berkas dapat dikirim via email ke :
Alamat email: kerjasamapencegahanpenyiksaan@gmail.com
- C. Lain-lain
 - 1. Pengumuman ini berlaku sejak tanggal 23 Desember 2020. Berkas lamaran diterima paling lambat 30 Desember 2020 pukul 16.00 WIB
 - 2. Pengumuman hasil seleksi administrasi dan panggilan wawancara akan diumumkan di website Komnas HAM.

Dikeluarkan di Jakarta
pada tanggal 22 Desember 2020
Sekretaris Jenderal Komnas HAM



Dr. Tasdiyanto, SP, M.Si
NIP. 197207201996031001

THE INDONESIAN NATIONAL HUMAN RIGHTS COMMISSION

(KOMNAS HAM)

Strengthening the Roles of the Indonesian National Human Rights Commission (Komnas HAM) and 4 National Institutions (Komnas Perempuan, KPAI, LPSK, and Ombudsman) in Establishing National Preventive Mechanism for the Prevention of Torture in Indonesia,

Recruitment for Positions

Closing date: 30 December 2020

Background

National human rights institutions (NHRIs) are official, independent State institutions established by law to promote and protect human rights. Some NHRIs are established under the constitution of their country. Others are established by an act of legislature (the parliament). They have broad mandates for the promotion and protection of human rights. The establishing laws give the institutions certain functions and should provide them with the powers necessary to perform those functions. In all cases NHRIs have functions of researching, advising and educating on human rights and to seek to resolve complaints of violation.

The ratification of Convention against Torture (Convention against Torture and Other Cruel, Inhuman or Degrading Treatment or Punishment) through Law No. 5 of 1998 is expected to continue to reduce the number of complaints about cases of torture. This amount is an addition to the cases of arrest and/or detention not in accordance with acceptable procedures and arrest and/or detention with violence. The cases indicate a continuation of a culture that has been prevalent in the Police environment. This then raises the question of the legality of the arrest itself. Notices of arrest or detention are often not made immediately. It is possible that the detainee's family might go days without notice after family member suddenly disappears. It is worth noting that upon close examination, the mode of arrest without warrant is substantially related to the practice of enforced disappearances. In relation with prevention of torture, Komnas HAM has joint collaboration with the Women's Commission, the Indonesian Child Protection Commission, the Ombudsman and Witness and Victim Protection Agency to deal with the issue of elimination of torture in government detention centers under National Preventive Mechanism for the Prevention of Torture in Indonesia. The initiative aims to improve understanding of and commitment of key government agencies and security sectors to accountability for and prevention of torture and other cruel, inhuman or degrading treatment or punishment, through a National Preventive Mechanism (NPM).

In pursuit of the above, Komnas HAM seeks consultants to steer the project implementation with Komnas HAM Commissioners and Staffs. Komnas HAM is particularly looking for candidates with strengths in leadership, building partnership, as well as managing and measuring results for local and national policy makers. Candidates must have the ability to drive forward Komnas HAM's programmatic goals, policies and strategies through the project objectives. The position offered is:

1. Administrative Staff (KH-NPM_003) (see the detail description attached)

Applicants are requested to send their detailed CVs, a recommendation letter, certified true copies of educational background certificates, copy/scanned of identity card, a 4X6 recent photograph, and a brief application letter to the following recruitment email address:

Email address: kerjasamapencegahanpenyiksaan@gmail.com

Applications should be received by 30 December 2020. Acknowledgement will be sent to short-listed candidates only.

ADMINISTRATIVE STAFF (KH-NPM-003)

The candidate will be required to conduct the following tasks:

1. Assist the Finance Manager in day to day budget implementation
2. Compiling narrative and financial reports in compliance with Komnas HAM requirements, in line with EU requirements
3. Assist the Program Manager with the correspondence
4. Assist the Finance Manager with bookkeeping of the project including account payable and receivables inventory, capitol assets, banking, and payrolls functions
5. Contract of work period : January 2021 – January 2022

Qualifications and experience required:

1. A university degree preferably in accounting or finance.
2. Minimum 2 years of relevant work experience, preferably including one year at EU funded projects and/or international agencies.
3. The competencies required include: familiarity with computer-based program and budgeting systems
4. Languages: Fluency in Indonesia and English
5. Based in Jakarta