



## OFFICE MANAGER

KfW Office Jakarta

### KfW Development Bank

**KfW Group** is one of the world's leading promotional banks. As an integral part of KfW Group, KfW Development Bank carries out Germany's Financial Cooperation with developing and emerging countries on behalf of the Federal Government. The around 900 staff at its head office in Frankfurt, Germany and about 200 specialists in over 70 local offices cooperate with partners all over the world. The top priorities are to improve people's prospects for a better life, to protect the environment and to combat climate change.

**Indonesia** is one of Germany's key global development partners. On behalf of the German Federal Ministry of Development and Economic Cooperation (BMZ) KfW finances an ambitious climate change and environment agenda with an ongoing portfolio of roughly EUR 2 billion. As part of this agenda, Indonesia and KfW, jointly prepare, finance, and implement infrastructure projects in the fields of Energy Transition, Mobility, Circular Economy, (Waste)Water, Forestry and the Protection of Biodiversity.

KfW has been active in Indonesia for more than 60 years, supporting projects in sectors such as energy, infrastructure, environmental protection, health, and education. The Jakarta office plays a key role in coordinating local cooperation and facilitating communication between project partners and KfW headquarters.

**The KfW Office Jakarta is presently looking for a motivated and capable Office Manager** to support daily office operations. This role involves managing administrative, logistical, and financial tasks in compliance with KfW's internal procedures and international best practices. The successful candidate will have to demonstrate a high degree of responsibility, reliability, independence, and attention to detail.

The tasks of the Office Manager include but are not limited to the following:

#### 1. General Office Administration and HR-related Tasks

- Support the Office Director in daily operations.
- Manage internal communication, document filing (digital and physical), and ensure timely updates to KfW's internal online systems.
- Coordinate IT support and data backups in collaboration with KfW's IT department and the local IT-Consultant.
- As the focal point for Compliance as well as Risk and Safety Management follow and implement the respective KfW guidelines.
- Manage staff contracts, social security (BPJS health and Labor) and private Health Insurance of all colleagues working in the office. Closely coordinate with the tax consultant regarding salary and tax payments.
- Regular reporting to the HR Office at headquarters in Frankfurt.
- Facilitate the process of work permits and tax exemptions in close cooperation with the German Embassy, SETNEG, the Customs and Foreign Tax Office (BADORA).

#### 2. Logistics and Procurement

- Oversee procurement of goods and services by ensuring compliance with KfW's procurement guidelines and documentation standards.
- Maintain and manage Office assets, IT inventory, and supplies.

### 3. Finance and Accounting

- Handle bookkeeping, prepare monthly financial reports, and ensure accurate data entry into KfW's financial systems.
- Manage Petty cash, IDR Bank and EUR Bank accounts.
- Arrange bank transfer payments to vendors, staff and other transactions which are in line with certain requirements (request, invoice, receipt and Director approval).
- Coordinate with the Tax Consultant for payroll, income tax and withholding tax payments in accordance with Indonesian tax laws.
- Coordinate with banks to arrange for sufficient funds for office operations; manage transactions, account statements, and tax reporting.
- Ensure compliance with local and KfW-specific regulations.

### 4. Additional Responsibilities

- Supervising the Office Administrator who oversees domestic Travel Logistics and General Administration, as well as workshops, events, and receptions (e.g., catering, translation services, and venue setup).
- Supervising the Office driver, who also acts as a runner, and ensure Office Vehicle maintenance and License Extension.
- Participate in regular mandatory training (online or in Germany), especially regarding safety, security, and KfW Administrative processes.
- Perform other tasks as required within the scope of the position.

### Candidate Profile

- University degree in business administration, accounting, or equivalent.
- Minimum of 3-5 years of relevant professional experience, ideally with an international development bank or partner.
- Excellent written and verbal communication skills in **Bahasa Indonesia and English**; proficiency in German will be a major advantage.
- Team Player with strong organizational and problem-solving skills, with the ability to work independently with minimum supervision.
- Proficiency in Microsoft Office (Excel, Word, PowerPoint, Outlook) and general IT tools.
- High level of integrity, accountability and attention to detail.

### We offer

- Competitive remuneration in accordance with your experience and qualification.
- A two-year contract with a view to extending it indefinitely.
- A constructive and communicative working environment.
- Social benefit package, including private health insurance and accident insurance.
- Yearly performance-related bonus.
- Training at KfW headquarters in Frankfurt.

### Timing

We would like the Office Manager to join our team as soon as possible.

### Contact and Application Process

Interested and qualified candidates are invited to submit the following documents:

- Updated CV/resume, including contact details.
- One-page cover letter outlining motivation and suitability for the position.
- Salary expectations.
- Contact details of two (or more) professional references.

Please submit your full application latest by **18.06.2025** to [kfw.jakarta@kfw.de](mailto:kfw.jakarta@kfw.de) citing **"Office Manager"** in the subject line. To learn more about KfW Development Bank please visit our website: [www.kfw-entwicklungsbank.de](http://www.kfw-entwicklungsbank.de)