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| 6**PERSONAL DATA** |  |  |
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| Name | : | Katarina Floranza |
| Place/Date of birth | : | Palembang, 24 September 1972 |
| Gender | : | Female |
| Civil Status | : | Married |
| Children | : | 4 (four) |
| Address | : | TDM III, RT 14/RW 4, Oebufu, Kupang – NTT, Indonesia. |
| E-Mail Address | : | [floralimparu@yahoo.com](mailto:floralimparu@yahoo.com) |
| Telephone | : | 081237274543 (cellular) |
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| **FORMAL EDUCATION** | | |
| 1979 – 1985 | : | SD Tarakanita I – Jakarta |
| 1985 – 1988 | : | SMP Tarakanita V – Jakarta |
| 1988 – 1991 | : | SMA Tarakanita I – Jakarta |
| 1991 – 1996 |  | Parahyangan University – Bandung (Faculty of Social and Political Science, majoring in Business administration) |
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| **FURTHER EDUCATION** | | |
| 1995 | : | English course at Pusat Bahasa Parahyangan University, Bandung. |
| 1996 | : | Banking Training at Kampus Bank Danamon – Ciawi. |
| 1998 | : | Public Relation Training at John Robert Powers – Jakarta. |
| 1998 | : | Achievement Motivation Training by Representative of UNDP Indonesia in Kupang NTT. |
| 1999 | : | Statistic Training by Representative of UNDP Indonesia in Kupang NTT. |
| 1999 | : | Field Officer Training for Rural Electrification using renewable Energy by E – 7 (E7 is big utility of electrification company from G7 countries) in Kupang NTT. |
| 1999 | : | Community Development & PRA Training By E 7 in Kupang , NTT. |
| 1999 | : | Training for Rural Electrification Management for sustainability Program by E -7 in Kupang, NTT |
| 2001 | : | Training of trainers for Women Empowerment Program by JICA & Womintra in Kupang, NTT. |
| 2001 | : | Participant on Women & Democracy Seminar by KONRAD ADENAUER STIFTUNG & East Nusa Tenggara Women & Democracy Consortium |
| 2002 | : | Participant on Third Country Training Program II on Poverty Reduction by JICA in Jakarta (International training) |
| 2002 | : | Participant on Workshop of Perspective of Participation, Transparency & Accountability in implementing Local Autonomy by KONRAD ADENAUER STIFTUNG in Kupang. |
| 2002 | : | Participant on Consultation Forum between NGO’s & Government in Eastern Indonesia, by Ministry of PPKTI & Department of Nakertrans in Kupang. |
| 2004 | : | Training of Decentralized Renewable Energy System in Madrid – Spain by CIEMAT & AECI |
| 2005 | : | Participant on Rural Electrification Workshop in Bangkok Thailand by E7 & UNEP. |
| **EMPLOYMENT HISTORY** | | |
| ***August 2012 - present*** | ***:*** | ***Project Finance and Administration Assistant at UN Habitat NTT for the Project Strengthening Local Governance in support of West Timorese Women and Communities Left behind after Conflict.*** |

Responsibilities:

* HR and partner/consulting contracting requirements: assuring that hiring processes are completed timely and in accordance with rules and regulations; assuring that reporting requirements of project team members are compiled, filed and reported in accordance with rules and requirements.
* Travel requirements: assuring that project team members obtain travel authorizations and tickets in a timely fashion and in accordance with rules and regulations
* Equipment, premise and vehicle requirements: assuring that projects obtain and can maintain the equipment, premises and vehicles timely and in accordance to rules and regulations; and assuring

the inventory and other reporting requirements are done timely

* Operations: assuring that project team can run operations as required and report them as per rules and regulations
* Finance: assuring that project teams submit timely and accurate budgets, act as payee for operational expenditures through UNDP, take responsibility for the full reporting of expenditures with assurance that expenditures are always done and reported in line with rules and regulations of the relevant project donor and the UN.
* Security requirements: act as warden for the Kupang office and assure that security requirements are assured in the various projects
* Other requirements: assure that other operational and reporting requirements of the Field Project Manager, the Habitat Programme Manager or that of Regional Office are serviced in a timely fashion

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| ***Januari 2010 – July 2012*** | ***:*** | ***District Finance & Administration Assistant for Kota Kupang District at Coffey International Development for Australia Indonesia Partnership for Maternal and Neonatal Health Program (funded of AusAID)*** |

Responsibilities:

* Assist the District Program Coordinator manage the office in a professional manner, in accordance with relevant policies, guidelines and procedures and coordinate administrative support to implement District activities.
* Assist maintain systems for support program administration and finance that support program implementation, management and reporting.
* Organize and complete all typing filling of letters (email, facsimile, postage and courier) and time sheet, leave forms and purchase orders, , both softcopy and hardcopy.
* Ensure that proper administration and finance records are kept and that professional and ethical standards are applied in all aspects of administration
* Assist the District Program Coordinator prepare Activity Term of References (TORs) as required by checking that they comply with financial guidelines.
* Assist implement operational and program activity administrative and finance procedures and process, particularly in terms of the administration processes and acquittals of funds by following up all documentation required to the submitted.
* Maintain the Petty Cash and use it to process approved goods and services in accordance with Program guidelines.
* Reconcile the bank statement monthly and send the required finance report to the PSU.
* Assist arrange visits as required by booking tickets and accommodation.
* Ensure that any Program assets are properly recorded and that all procurement is maintained.
* Supervise and coordinate Drivers and Security as required.
* Assist IT and Database management Officers in operation, administration and database management documentation of the security of the various system and network components, including access to internet and protection against viruses and ensure the security updates.
* Perform other job- related duties as assigned by the District Program Coordinator.

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| ***March 1999 – April 2007*** | |  | | ***Womintra Foundation , Kupang with different tasks and responsibilities as follow :*** | |
| * **September 2004 – April 2007** | | **:** | **As Program Officer and Data Collector for WindGuard GmbH (Germany) in terms of “Feasibility Study of Wind Potential Resources at Kupang District, TTS District and Rote Ndao District.”** |

**As Program Officer**

Responsibilities :

* Day-to-day management of the program including work planning, resource allocation and financial supervision, and general oversight and reporting on implementation of activities.
* Assist the Program Manager on developing, designing, planning of programs from donor agencies.
* Assist Program Manager on developed a proposal both activity and budget to donor agencies.
* Assist on baseline survey or assessments.
* Conduct PRA, RRA as well FGD on targeted location to identify the needs and problems.
* Collect the primary database according to the program proposed.
* Assist on program implementation in targeted villages.
* Supervise the program implementation in targeted village monthly.
* Conduct monitoring and evaluation regularly on targeted village.
* Assist the Program Manager in organized & manage the implementation of rural electrification program in remote area.
* Assist Program Manager in reporting on activities and financial to donor agencies.
* Provide technical assistance for participatory training for income generating groups.
* Conduct community empowerment trainings for local NGO and field officer.
* Provide technical assistance for field officers.
* Assist program manager in supervise and monitoring of implementation of program activities, workload management and performance assessment.
* Supervision, coordination and evaluation of the work of all Program staff.
* Revision and monitoring of the overall management, performance and progress of the Program by preparing indicators to monitor progress on the Program document.
* Reporting to management and donors on progress and achievement of results.
* Participate and actively contribute to all coordination forums.
* Gradually take on increased responsibility for management of the program.
* Perform other job- related duties as assigned by the Program Manager.

**As Data Collector**

Responsibilities:

* Assist the WindGuard GmbH Germany staffs on first location survey to determine spots of measurement in 3 districts.
* Assist the WindGuard GmbH Germany staff & LAPAN staffs on installing of measurement mast in 12 locations in 3 districts.
* Assist the WindGuard GmbH Germany staffs to collect a primary database from related sectors.
* Assist WindGuard Project Coordinator on Data Collecting report for Feasibility Study on Wind Potential Assessment in 3 districts in NTT (Kupang, TTS & Rote Ndao).
* Inspect to the each measurement station monthly.
* Develop a reporting of monthly data collecting & station inspection
* As coordinator between Windguard and Districts Government.
* Assist the districts government on regularly monitoring to the measurement station.
* Preparing the workshop for launching of the project (beginning) and for the result & follow up action of the assessment in 3 districts.
* Perform other job- related duties as assigned by the WindGuard Project Coordinator.

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| * **January 2002 - August 2004** |  | **As Finance & Administration assistant for JICA Project in Women Empowerment Program (Womintra as an umbrella NGO)** |

Responsibilities:

* Assist the 5 NGOs on Annual Work Plan both activities & financial.
* Release the budget activities to 5 local NGOs by bank transfer.
* Facilitate a monthly meeting with 5 local NGOs.
* Facilitate and assist 5 local NGOs on activity & finance monthly report.
* Assist the 5 NGOs on problem solving on implementation of the program.
* Conduct regularly Monitoring & Evaluation to targeted village of 5 NGOs
* Collected a monthly report from 5 NGOs as partners of the program.
* Audit the monthly finance report of 5 NGOs and made a correction and informed to them.
* Developed program monthly report to JICA Jakarta
* Develop finance monthly report to JICA.
* Organize all report and documentation that related of the program and kept all that in proper procedure (softcopy and hardcopy).
* Perform other job- related duties as assigned by the Program Manager.
* Assist the monitoring & evaluation as well auditing from JICA.

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| * **January2001 – December 2001** |  | **As Program Officer** |

Responsibilities:

* Day-to-day management of the program including work planning, resource allocation and financial supervision, and general oversight and reporting on implementation of activities.
* Assist the Program Manager on developing, designing, planning of programs from donor agencies.
* Assist Program Manager on developed a proposal both activity and budget to donor agencies.
* Assist on baseline survey or assessments.
* Conduct PRA, RRA as well FGD on targeted location to identify the needs and problems.
* Collect the primary database according to the program proposed.
* Assist on program implementation in targeted villages.
* Supervise the program implementation in targeted village monthly.
* Conduct monitoring and evaluation regularly on targeted village.
* Assist the Program Manager in organized & manage the implementation of rural electrification program in remote area.
* Assist Program Manager in reporting on activities and financial to donor agencies.
* Provide technical assistance for participatory training for income generating groups.
* Conduct community empowerment trainings for local NGO and field officer.
* Provide technical assistance for field officers.
* Assist program manager in supervise and monitoring of implementation of program activities, workload management and performance assessment.
* Supervision, coordination and evaluation of the work of all Program staff.
* Revision and monitoring of the overall management, performance and progress of the Program by preparing indicators to monitor progress on the Program document.
* Reporting to management and donors on progress and achievement of results.
* Participate and actively contribute to all coordination forums.
* Gradually take on increased responsibility for management of the program.
* Perform other job- related duties as assigned by the Program Manager.

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| * **October 2000 – December 2000** |  | **As Field Officer in Wulandoni village, Lembata District for Community Empowerment Program.** |

Responsibilities:

* Identified the problems of target village with PRA and FGD
* Assist the community on establishment of income generating groups.
* Assists the income generating groups on determining of the business.
* Assist the income generating groups to identify the needs of chosen business.
* Assist and facilitate the groups on procurement of the business.
* Facilitate several skills trainings for business groups, in terms to increase their knowledge and skill on run the business properly.
* Facilitate on management business training.
* To facilitate the villagers to establish the permanent organization as a distributor for their product and crops.
* Facilitate to conduct a groups monthly meeting.

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| * **July 1999 – September 2000** |  | **As Field Officer in Oelnaineno village, Takari Sub District, Kupang District for rural electrification program.** |

Responsibilities:

* Facilitate establishment of independent PLD (village electricity management board)
* Supervise the installation of 100 units SHS.
* To train the local technician in operating and maintenance of SHS system and management of SHS user’s group
* To assist the PLD on the trouble shooting of SHS.
* To assist the PLD in collected the customer’s payment of electricity.
* To assist the PLD on how to organize a good organization (trained in book keeping, office administration.
* To assist the local community in the income generating activity especially for women.

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| * **March 1999 – June 1999** |  | **As Office Manager** |

Responsibilities:

* To manage the daily office operation in administration, finance, communication, correspondent, personnel matters in and outside the countries

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| ***August 1999 - March 2000*** |  | ***BAPPEDA PROVINCE OF NTT***  ***As Program Assistant for KHPPIA (Survival, development & protection of mother &children) Secretariat, cooperation between Indonesia government and UNICEF.*** |

Responsibilities:

* As facilitator between UNICEF and the NTT’s government sectors in implementation of the program.
* To monitoring and evaluate the mother and child health care program with KHPPIA Team at village, sub district, district and province level.
* To collected and processed the data regarding of mother and child problems.
* Data analysis and compilation of summary reports.
* To distributed the data and reports to all related stake holders
* Responsible to organize the meetings between UNICEF and all sectors of local government

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| ***October 1996 – June 1997*** |  | ***Bank Danamon , Melawai Branch, Jakarta as Account Officer*** |

Responsibilities:

* To prospected the lending facility to the potential customers.
* To analyze the debtor’s lending proposal and made a recommendation
* To maintenance the existing debtor’s.

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| **RELEVANT QUALIFICATION** |  | * Office Management (Financial & Administration) * Development Project Management * Communication & Coordination * Reporting * Development issues (Poverty Reduction, Community Empowerment, Community Health, Gender Mainstreaming , Renewable Energy) * Development methodology |
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| **SPECIAL KNOWLEDGE** |  | Internet & Windows application (excellent) |
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| **LANGUAGE SKILLS** |  | English ( fluent in speaking, writing, reading, understanding and listening) |
| **REFEREES** |  | 1. Yayat Kurniawan - UNH Field Project Manager   email : [agam\_asep2004@yahoo.com](mailto:agam_asep2004@yahoo.com)  mobile : 081360592000   1. Nugroho – AIPMNH DPC Kota Kupang |
|  |  | email : [nugroho@aipmnh.org](mailto:nugroho@aipmnh.org)  mobile :08113823485   1. Fatima Daniel   email : [fatima\_daniel48@yahoo.com](mailto:fatima_daniel48@yahoo.com)  mobile : 081398920937 |

I certify that to the best of my knowledge and belief, these data correctly describe my qualification, my experience and me.

Sincerely yours,

Katarina Floranza