

CURRICULUM VITAE

PERSONAL DETAILS

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FORMAL EDUCATION

Indonesia University, Jakarta. Indonesia 2008 - 2011
Magister Program
Majoring in Sosial Welfare

Islamic State University, Indonesia 2001 - 2005
Faculty Communication
Bachelor in Islamic Community Development

WORKING EXPERIENCES

1. HR Staff in PR Konsorsium Komunitas Penabulu-STPI Oktober 2021- Present

- Preparing job descriptions, advertising vacant positions, and managing the employment process.
- Orientating new employees and training existing employees.
- Monitoring employee performance.
- Ensuring that all employees are organized and satisfied in their work environment.
- Overseeing the health and safety of all employees.
- Implementing systematic staff development procedures.
- Providing counseling on policies and procedures.
- Ensuring meticulous implementation of payroll and benefits administration.
- Communicating with staff about issues affecting their performance.
- Ensuring accurate and proper record-keeping of employee information in electronic and digital format.

2. Office Manager March 2015 – 2021

- Organizing meetings and managing databases
- Booking transport and accommodation
- Organizing company events or conferences
- Ordering stationery and furniture
- Dealing with correspondence, complaints and queries

- Preparing letters, presentations and reports
- Supervising and monitoring the work of administrative staff
- Managing office budgets
- Liaising with staff, suppliers and clients
- Implementing and maintaining procedures/office administrative systems
- Delegating tasks to junior employees
- Organizing induction programmes for new employees
- Ensuring that health and safety policies are up to date
- Using a range of software packages
- Attending meetings with senior management
- Assisting the organization's HR function by keeping personnel records up to date, arranging interviews and so on.

**3. Partnership and Monitoring Evaluation Coordinator
2014 for Election Media Campaign Expenditures in 2014
Presidential Elections , SatuDunia – SIAP Program**

May – October

- Reconcile the convergence of data coming from all media, between data Monitoring Website and other media channels, such as social media, SMS and email.
- Ask inputs from all stakeholders and the main beneficiaries of this program, SIAP partners.
- Monitoring Website and other media channels, such as social media, SMS and email.
- Monitoring on key performance officers during the program
- Monitor the performance of these media observers in five provinces and assist them to day-to-day monitoring activities.
- Monitoring reach target M & E

**4. Program Asisstant Pemantauan Pemilu 2014 oleh Warga
Negara secara partisipatif menggunakan media berbasis
web dan sosial media**

April – Oktober 2014

Programme monitoring, Information management and Reporting:

- Supporting in identification and mapping partners in all targeted locations/governorates
- Conducting partnership assessments and preparing assessment reports in coordination with Partnerships Manager and other relevant departments
- Working closely with Capacity Building Specialist and partners in preparing project monitoring and progress reports to ensure the quality of work and to showcase the successes of the project
- Keeping the project records and all documentation updated and in organized manner

Accountability:

- Establishing and strengthening the accountability and feedback system with the partners.
- Working closely with Capacity Building Specialist to keep the track and following up of accountability mechanism

Evaluation, Review, and Learning:

- Share relevant MEAL findings and recommendations with partnerships team and partner in an appropriate format and follow-up their implementation
- Support the Capacity Building Specialist in the design and management of evaluations, including: review of evaluations reports, sharing of evaluation findings and recommendations with Partnerships Manager.
- Assist the project team and partners in documenting lessons learnt over the course of project implementation
- Organize/support regular periodic project learning reviews

Coordination and Networking:

- Attend relevant field level sectoral coordination meetings to identify opportunities for integration of data collection activities, harmonization, secondary information sources etc.
- Delivering any other responsibility related to MEAL assigned by the line manager

5. Administration Officer - Strengthening Community Systems to Reduce Vulnerability to and Impact of HIV Infection on MSM and TG in Insular Southeast Asia. Global Fund – Hivos Program.

October 2011 – December 2013

In 2010, the Insular Southeast Asian Network on MSM, TG, and HIV (ISEAN) and the Humanist Institute for Co-operation with Developing Countries (Hivos) jointly submitted a regional proposal to the Global Fund for AIDS, Malaria, and Tuberculosis (GFATM) Round 10. The programme, entitled ‘Strengthening Community Systems to Reduce Vulnerability to and Impact of HIV infection on MSM and TG in Insular Southeast Asia’, was approved by GFATM and contract for the grant was signed on 6 October 2011.

This grant has the main goal of reducing (a) the vulnerability and risks of MSM and TG to HIV infection and (b) the impact of HIV on their lives in Insular Southeast Asia. It intends to address critical gaps in supporting and scaling up activities that reduce HIV/AIDS among MSMs and TGs.

Responsibilities:

- Provide support to the technical and program staff/team including administrative duties, such as word processing, filing, scheduling and confirmation of appointments etc. Develop and maintain a comprehensive electronic and paper filing system.
- Liaise with Operations Team especially with Procurement and Finance team for project implementation activities/events and ensure compliance to the Operations team’s Standard Operating Procedures (SOP).
- Assist with the planning, logistics and management of meetings, workshops and trainings and be responsible for taking and disseminating the minutes of meetings.
- Set up, maintain and update the filing system to include project documents, work plans, project reports, project updates and other project - related documents. Maintain and distribute project materials as appropriate or as directed by senior project staff.
- Assist technical team members with the preparation of routine and ad hoc project reports, such as weekly updates, annual work plans, etc.
- Responsible for coordinating travel authorization (TA) and travel expense reports of staff and coordinate with Global Fund Country Office finance staff to ensure timely submission of the PUDR and Finance Monthly Report.

- Responsible for monitor technical team consultant usage and ensure compliance with Indonesia regulation on consultancy.

6. Partnership Officer

Februari 2010 – February 2013

Yayasan SatuDunia (OneWorld Indonesia)

SatuDunia (OneWorld Indonesia) is a nonprofit agency that handles the information, communication, knowledge and technology, for civil society organizations in Indonesia. SatuDunia (OneWorld Indonesia) is part of a global information network of OneWorld International, *www.oneworld.net*, comprising more than 2500 organizations in 13 regional centers.

Responsibilities:

- Designing partnership of concepts in Yayasan SatuDunia.
- Maintaining relations with beneficiaries in Yayasan SatuDunia.
- Conducting trainings and courses in Yayasan SatuDunia.
- Responsible for follow up training and course in Yayasan SatuDunia.
- Maintenance of database partner in Yayasan SatuDunia.
- To become hub between partner with other partner
- Build relationship with NGO in Indonesia and wide of Oneworld International

7. Program Finance and Administrasi HIVOS Program

Februari 2009 - Januari 2010

Strengthening Civil Society Organization in Indonesia Toward Harnessing Knowledge, Information, Data and Technology in Supporting Social Change

8. Program Finance and Administrasi FHI-ASA

Februari 2008 – Maret 2009

STRENGTHENING CAPACITY of FHI/ASA PARTNERS and MSM CAMPAIGN

Stengtening capacity of FHI/ASA partners and MSM Campaign