

Term of Reference

Job Specification

Title	Grant & Procurement Officer
Location	DKI Jakarta
Contract Type	Full Time
Report to	Operational Manager
Contract Duration	7 months with possibility of extension
Estimated Start Date	August 2017
Application Closing Date	5 August 2017

Position Purpose/Objective

To assist in timely procurement and delivery of high quality, low-cost products and the proper processing of assigned customer orders align with the regulation.

Accountability / Working Relationships

Grant & Procurement Officer works closely with other operational and Project teams. Grant & Procurement Officer is responsible to Operational Director.

Specific Duties & Responsibilities

1. To develop procurement system align with regulation
2. To manage procurement implementation on time including selects and evaluates the performance of suppliers, to monitor and supervise Civil Society Organization and other partners
3. Collate purchase orders & purchase requisitions in order to order materials, goods, supplies
4. Review inventories & order as required
5. Track the status of any order
6. Deal with non supplied, under orders, over orders, & damaged goods
7. Ensure that any invoices are sent to accounts for payment
8. To manage procurement report timely and accurately
9. Managing fund based on project allocation
10. Manage any procurement activities including RFP (request for proposals)
11. To contribute in strengthening project procurement system of Wahid Foundation

Qualification

1. Education & Knowledge:

- Minimum hold a bachelor degree in any major

2. Experience:

- Have a proven work experience in logistic or administration will be advantage but we are encourage fresh graduate with accounting, economic and engineering background to apply.
- Have a work experience working in a project funded by UN/ DFAT will be advantage

3. Language:

- Excellent in Indonesian & English language (written and spoken)

4. Personal Skills & Ability:

- Good communication skills for explaining buying choices and negotiating prices with suppliers
- A sharp analytical approach for comparing offers from various suppliers and selecting the best
- Good numerical skills to calculate the best deals offered by suppliers
- Good attention to detail to ensure the right goods are purchased at the right time
- Have a high integrity and professional in doing the job