



IOM International Organization for Migration
OIM Organisasi Internasional untuk Migrasi

OPEN TO INTERNAL AND EXTERNAL CANDIDATES

International Organization for Migration (IOM) Indonesia is looking for **Procurement and Logistics Assistant**, according to the terms of reference below. Interested candidates are invited to send their CV with the cover letter in ENGLISH and complete the Personal History Form which can be downloaded at <http://www.iom.or.id/loadpdf.jsp?lang=eng&pgs=pcmmain&file=phform.xls> and submit to recruitment-indonesia@iom.int not later than **31 January 2012** indicating the reference code below as subject. All candidates are requested to specify their availability date and minimum three referees in the application form. Please note that only short-listed candidates will be contacted.

Reference No : SVN/ID10/2012/004
Position Title : Procurement & Logistics Assistant I
Classification : General Service Staff, G4
Duty Station : Takengon, Indonesia
Type & Duration of contract : Special All Inclusive Contract, 3 months with possibility of extension

General Functions:

Under the guidance and direct supervision of the Project Manager and in close coordination with Logistics/Procurement Officer, the incumbent will be responsible for conducting/coordinating all minor procurement in the districts and ensuring a proper paper trail as well as organizing procurement activities including obtaining quotations, tendering, purchase and delivery of goods and services, and providing logistics/procurement support to the “Sustainable Economic Growth for Aceh” - Bener Meriah and Aceh Tengah Districts” Project at the sub office. In particular, she/he will:

1. Receive and review/clarify requests, specifications and confirm WBS elements and other needed information from requisitioners, particularly from programme managers at the sub office.
2. If necessary, assist programme staff in preparation of unambiguous specifications for purchase of goods, prior submission of requisition.
3. Coordinate and ensure that all project related purchases are reviewed and approved in accordance to the purchase authorization matrix.
4. Identify potential vendors, conduct vendor’s appraisals and if suitable register them in PRISM (SAP) system.
5. Liaise with Logistics/Procurement Officer regarding procurement of goods/service, to consolidate overall office procurement requirements and optimize purchasing power.
6. Plan and implement procurement activities, including obtaining quotations, preparation of evaluation and recommendation, issuance of Purchase Order (PO) or Service Agreement (SA) and delivery of goods/services in accordance to IOM procurement guidelines and in coordination with Logistics/Procurement Officer.
7. Prepare Purchase Orders or Service Agreements and ensure authorization is received in accordance to Mission Permanent Instructions.
8. Coordinate with the Finance Assistant to ensure that prior to the final ordering and delivery of goods/services, the WBS element and budget line item have been determined.

9. Coordinate and monitor the delivery of ordered goods/services and ensure through established procedures that all received goods/services are in accordance with the terms and specifications of the PO/SA. Furthermore ensure timely delivery of purchased goods/services.
10. Report to requisitioner about the status of procurements, including estimated time of delivery and/or any changes which may affect pre-determined delivery conditions
11. Prepare payment documentation and liaise closely with the finance section concerning payment of purchased and delivered goods and services.
12. Maintain records of all transaction, ensuring that an efficient filing system for record of all quotations, copies of records of expenditure, receipts, local order forms, etc are kept.
13. Make vendor's evaluation to performance, reliability, quality, price, delivery of goods/services against the concluded PO/SA and organizations' best interests.
14. Ensure that all procurement activities are done through PRISM (SAP) system and ensure that the proper IOM administrative procedures and standards for follow up, canvassing, bidding, ordering and stock keeping are strictly adhered to.
15. Prepare weekly progress report for all procurement activities.
16. At the request of the Project Manager, participate in staff development and training processes
17. Act with integrity and professionalism and in accordance with IOM's Code of Conduct, at all times
18. Perform other duties as may be assigned..

Desirable qualifications:

University Degree in Economics, Administration or a related field and minimum has at least one to three consecutive years of IOM experience in similar positions, have experience in procurement, logistics or administration.

Must have strong analytical, planning and people management skills. Ability to prepare clear and concise reports. Proficient in computer applications.

Must have excellent communication skills. Personal commitment, efficiency, flexibility, drive for results, respect for diversity, creative thinking. Ability to work effectively and harmoniously with colleagues from varied cultures and professional background.

Thorough knowledge of English.

IOM Mission in Indonesia

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