



IOM International Organization for Migration  
OIM Organisasi Internasional untuk Migrasi

## OPEN TO INTERNAL CANDIDATES ONLY

International Organization for Migration (IOM) Indonesia is looking **Procurement Assistant II** according to the terms of reference below. Interested candidates are invited to submit their applications to **[recruitment-indonesia@iom.int](mailto:recruitment-indonesia@iom.int)** not later than **14 September 2011** indicating the **reference code below as subject**. All candidates are requested to specify their availability date in the application form. Please note that only short-listed candidates will be contacted.

Reference No : SVN/ID10/2011/043  
Position Title : Procurement Assistant II  
Classification : General Service Staff, G5  
Duty Station : Jakarta, Indonesia  
Type & Duration of contract : SAIC, 6 months (subject to the medical clearance), with possibility for extension.

### **General Functions:**

Under the guidance and direct supervision of the Logistics/Procurement Officer and the overall supervision of the Senior Resource Management Officer, the incumbent will be responsible for organizing procurement activities including obtaining quotations, tendering, purchase and delivery of office supplies and materials and equipment and providing project logistics/procurement and administrative support to the mission. In particular, she/he will:

1. Receive and review/clarify requests, specifications and confirm WBS elements and other needed information from requestors, particularly from programme managers in the mission.
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 line to the purchase authorization matrix.
4. Identify potential suppliers/vendors and ascertain conditions of purchase and quotations.
5. Liaise with Logistics/Procurement Officer regarding procurement of goods/services, 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. Coordinate with the Finance unit to ensure that prior to the final ordering and delivery of the equipment/materials, the WBS elements and account code line item have been determined.
8. 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.

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#### **IOM Mission in Indonesia**

Sampoerna Strategic Square 12A Floor North Tower, Jl. Jend. Sudirman Kav. 45-46, Jakarta 12930, Indonesia

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9. 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.
10. Prepare payment documentation and liaise closely with the finance section concerning payment of procured and delivered goods or services.
11. Ensure that all procurement activities are done through PRISM (SAP) system and that the proper IOM administrative procedures and standards for follow up, canvassing, bidding, ordering and stock keeping are strictly adhered to.
12. Maintain and monitor office supplies registry and conduct periodic stock taking to ensure that stationery and cleaning supplies are replenished in a timely manner.
13. Provide Procurement assistance, liaise and coordinate closely with other Procurement Assistants at all sub-offices on procurement matters
14. Undertake other duties that may be assigned from time to time which are commensurate to the position.

**Desirable qualifications:**

Diploma in Business Administration, Management or alternatively, a combination of related education and experience in this field. At least three to five years experience in procurement, logistics and 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.

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