



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 Assistant**, according to the terms of reference below. Interested candidates are invited to send their application with the cover letter, complete the Personal History Form which can be downloaded at <http://www.iom.or.id/loadpdf.jsp?lang=eng&pgs=pcmain&file=phform.xls> and submit to recruitment-indonesia@iom.int not later than **25 October 2011** 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/ID10/2011/054
Position Title : Procurement Assistant
Duty Station : Jakarta, Batam & Balikpapan - Indonesia
Type & Duration of contract: SAIC, 3 month with possibility for extension

General Functions:

Under the guidance and direct supervision of the Logistics/Procurement Officer and 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 goods and services, and providing logistics support to the projects. 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 of procurement activities.
16. In absence of Logistics/Procurement Officer, coordinate overall logistics activities at the office and liaise with donor on ongoing procurement dealings.
17. At the request of the Line Manager or HO, participate in staff development and training processes
18. Act with integrity and professionalism and in accordance with IOM's Code of Conduct, at all times
19. Undertake other duties that may be assigned from time to time which are commensurate to the position.

Qualifications:

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

Must have strong analytical, planning and people management skills. Ability to prepare clear and concise reports and to analyze and interpret source information and data. High level of computer literacy is required.

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

Languages: Thorough knowledge of English

IOM Mission in Indonesia

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