



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 **National Procurement & Logistics Officer**, according to the terms of reference below. Interested candidates are invited to send their CV with the cover letter and 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 **19 December 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/ID10/2011/060
Position Title : National Procurement and Logistics Officer
Duty Station : Jakarta, Indonesia
Classification : National Officer, NO-A
Type & Duration of contract: SAIC, 3 month with possibility for extension

General Functions:

Under the direct supervision of the Procurement and Logistics Officer and overall supervision of the Senior Resources Management Officer, the National Procurement & Logistics Officer will be responsible and accountable for assisting in the supervision of all the Procurement and logistics activities in IOM Indonesia. In particular he/she will :

1. Assist the Procurement and Logistics Officer to supervise & conduct the overall procurement & logistics actions within the Jakarta office and other sub-offices in Indonesia, including procurement, property and asset control, supply, service/ maintenance and dispatch transportation related tasks.
2. Advise Procurement & Logistics Officer on IOM logistics and procurement capacity, needs and problems and actively suggest solutions and contribute input toward IOM mission activities and goals.
3. Assist the Procurement and Logistics Officer to plan , implement, monitor and control all aspects related to Procurement & Logistical needs of the Jakarta and its sub-offices through :
 - analysis of procurement requests and consolidation of overall requirements to optimize purchasing power.
 - Information evaluation regarding vendor's performance including but not limited to quality, prices and delivery of goods and socialization and analysis of bids or quotations to ensure conformity with specified requirements.
 - Compliance to Purchase Order (PO) specifications by ensuring that merchandise received are complete and in good conditions.
 - Ensure that appropriate funds are available for purchase; ensure receipts are received when payments is conducted by cash.

- Record keeping and update of assets inventory, conditions and disposal
 - Supervision of warehouse/stockroom inventory management practices, in order to ensure that there is no undue overstocking or loss consumable materials,
 - Responsible for the maintenance and repair of office facilities including preventing maintenance. Establish maintenance agreements with competent service providers.
4. Liaise with the Project Manager, S/RMO and Head of offices regarding the procurement and service request, in order to consolidate overall missions' procurement/service requirements and optimize purchasing power.
 5. Supervise procurement and logistics unit in Jakarta and other sub-offices in Indonesia in accordance with the Organization's regulations and procedures.
 6. Undertake duty travel to provide procurement/logistics support and to establish controls and procedures in the sub-offices as well as problem-solving and guidance, as assigned by the Procurement & Logistics Officer.
 7. Assist the Procurement and Logistics Officer to train, guide and supervise dedicated to the above duties and responsibilities.
 8. Ensure IOM and relevant donor administration procedures are in place and followed in accordance with regards to their relevant regulations.
 9. Maintain contact with various suppliers both National and International. Create internal control mechanisms to safe guard the Organizations assets and prevent fraud.
 10. Organize and maintain tracking and filing systems / procedures for asset supply, transport documentation and program material distribution
 11. Perform such other duties as may be assigned.

Desirable Qualifications

(Education, experience and competencies)

National with good knowledge of, and experience in managing procurement & logistics. University degree, preferably post-graduate degree in the relevant field of expertise (Business Administration, Logistics, Management or alternatively, combination of related education and professional experience). A minimum of at least three years combined experience in administration, logistics and procurement, with at least have five consecutive years of IOM experience (for Internal candidate).

Strong analytical, planning and people management skills. Ability to prepare clear and concise reports. An excellent degree of computer literacy is required. Work experience in Asia and/or developing countries is an asset. Excellent communication skills. Personal commitment, efficiency, flexibility, drive for results, respect for diversity, creative thinking. Ability to supervise staff and coordinate activities, to lead and coach individuals, and to work effectively and harmoniously with colleagues from varied cultures and professional backgrounds.

Languages:

Proficiency in English and Bahasa Indonesia.

IOM Mission in Indonesia

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