

We are Hiring

Procurement Assistant

About Yayasan CARE Peduli (YCP)

Yayasan CARE Peduli (CARE Indonesia) is a humanitarian organization focused on disaster risk management, climate change adaptation and mitigation, biodiversity and environmental pollution, gender equality, and inclusion. CARE Indonesia is committed to overcoming poverty and creating social justice.

CARE Indonesia envisions a world filled with hope, cleanliness, inclusion, and social justice, where poverty is overcome, development is sustainable, and everyone lives safely and with dignity.

CARE Indonesia missions aim to be humanitarian and development actors that build community resilience by alleviating poverty, realizing social justice, and ensuring a safe and clean environment.

Through a holistic resilience approach, CARE Indonesia's programs adopt an integrated approach to address identified issues, ensuring robust and sustainable outcomes. This approach balances the reinforcing relationships between economic growth, environmental management, and social justice, with gender equality at the core. The holistic resilience approach aligns with the sustainable development paradigm.

CARE Indonesia consistently ensures that its work aligns with national development priorities by integrating the community's aspirations and interests with government plans and implementing sustainable practices. This approach refers to CARE Indonesia's agenda and contributes to the Sustainable Development Goals (SDGs).

Job Objective/Summary

Reporting to the Director of Finance and Operations, this position as part of Operations team to provide procurement administration and support services effectively and efficiently for the organization including projects that may need the support whenever required.

● Duties and Responsibilities

1. Policies and Systems

- Contribute to the development of procurement documentation including, but not limited to, procurement plans and scheduling.
- Contribute to the updating and enhancement of the procurement procedures to ensure relevance, effectiveness, and efficiency of procurement services.
- Under the Director of Finance & Operations guidance, undertake research and analysis into the supply market and customer requirements, including gathering information from a variety of sources, identifying trends and preparing reports, including recommendations
- Liaise closely with the HR Manager to ensure synced remuneration standards for services.

2. Procurement Execution

- Assist the Director of Finance & Operations in the Procurement Plan preparation and procurement scheduling.
- Prepare and/or evaluate scope of work/specifications and bidding documents, evaluation guidelines, negotiation plans, evaluation reports and purchase recommendations.
- Assist in the evaluation of offers, including the development of evaluation methodology and criteria.
- Prepare the contract/agreement documents, and provides support for the implementation, transition, and management of the contract.
- Provide basic procurement advice to staff.

3. Relationship Management and Administration

- Develop and maintain effective relationships with suppliers and internal clients.
- Develops and maintains continuous feedback to ensure customer satisfaction.
- Develop and maintain an up-to-date database on vendors and contracts/agreements.
- Supports the Director of Finance & Operations on vendor dan rooster database management through development and maintenance of database and annual checks/updates.
- Perform other duties assigned by Direct Supervisor.

4. Others

- Willing to join with the Emergency Response Team (ERT) in accordance with experience and competence and is ready to be assigned to the disaster site in accordance with the existing needs.
- Other additional tasks as required by the supervisor and management.

Requirements

1. Education, experience, and technical competencies

- Bachelor degree or equivalent in any field.
- Minimum of 3 years relevant professional experience – desirable if possess some experience in public procurement or donor-funded projects.
- Knowledge of the procurement process relating to the establishment and implementation of contracts.
- Experience in the preparation of procurement documents such as procurement plans (including market approach), specifications, bidding documents and evaluation plans.
- Demonstrated understanding of risk management principles and cost and benefit analysis.
- Knowledge of procurement related policies, systems, practices, and procedures including probity.
- Demonstrate excellent command of English and Indonesian, both written and spoken are essential.

2. Personal attributes & competencies

- Excellent negotiation, interpersonal and communication skills, and demonstrated the ability to effectively interact and work across unit, project, and an effective team player.
- Ability to develop and maintain positive working relationships with team members and clients.
- Possess and promote a commitment to service excellence and continuous improvement.
- Have effective planning, organizational and time management skills.
- Ability to multi-task and work well under time constraints, including capability to be flexible to respond to changing requirements. Results-focused with ability to manage own workload proactively, with own initiative.
- Have high integrity and maintain professional standards in relation to confidentiality, probity, and ethical conduct.
- Commitment to values that YCP upholds, i.e. Integrity, Diversity, Equality, Excellence and Transformation, Gender Equality and Social Justice.
- Commitment to Safeguarding Policy: Protection from Sexual Harassment, Exploitation and Abuse and Child Abuse

HOW TO APPLY

YCP is an equal opportunity employer, and we offer a collegial working environment and a competitive salary and benefits package.

Applicants are invited to send a cover letter illustrating their suitability for the above position and a detailed curriculum vitae with the names and addresses of 4 (four) referees/direct supervisors (including telephone and email addresses).

Please submit your applications with the subject **# Proc Assistant_Your name #** to : ycp_recruitment@careind.or.id -- at the latest by **24 January 2025**.

**All applications will be treated confidentially. Only shortlisted candidates will be notified and invited for interview.*

Thanks for your interest in CARE! We are committed to each other and to the protection of the people we serve. We do not tolerate sexual misconduct within or external to our organisation and imbed child protection in all we do. Protection from sexual harassment, exploitation and abuse and child protection are fundamental to our relationships, including employment, and our recruitment practices are designed to ensure we only recruit people who are suitable to work with other staff and the people we serve. As well as pre-employment checks, we will use the recruitment and reference process to ensure potential new staff understand and are aligned with these expectations.
