



JOB VACANCY: Procurement & General Affairs Officer

Lingkar Temu Kabupaten Lestari (LTKL Secretariat)

Location: Jakarta, Indonesia

Position Type: Consultant

WHO WE ARE

Lingkar Temu Kabupaten Lestari (LTKL) is an association of district governments to realize sustainable development. LTKL was formed by 8 district governments in July 2017. As of January 2023, LTKL has 9 member districts located in 6 Indonesian provinces that also work as a caucus of the Association of Regency Governments throughout Indonesia (APKASI). Currently, LTKL is also working side by side with 26 global, national & regional multi-stakeholder networks of partners who join voluntarily support LTKL achieving its common goals that was translated into LTKL Declaration of Sustainable District Vision that was announced formally in 2021.

LTKL General Assembly in 2017 formally established and elected a Secretariat Team. Since then, the Secretariat have provided strategic management support for the members and partners network, allowing the platform to gain initial momentum; expand its network and exposure; and coordinate collaborative activities through various fora. On a daily basis, LTKL also lead the collaborative work of its district members and board of advisory, ensuring a smooth and strategic running of operation.

PURPOSE OF THE ROLE:

Secretariat LTKL is currently seeking a Procurement & General Affairs Officer to record and organize documents or data related to office operation tasks; lead LTKL procurement process for office facilities and equipment needs; to ensure all LTKL's operational data/documents are organized and well-archived, and to ensure office facilities and equipment are in a good condition as needed.

RESPONSIBILITIES & DELIVERABLES:

ACTIVITES	DELIVERABLES
Procurement: Act as LTKL main procurement contact. Implement the purchasing guidelines; Maintain and update vendors information i.e qualifications, delivery times, product ranges, etc; Maintain good relations with vendors and negotiate contracts.	<ul style="list-style-type: none">● Build vendors database● Develop and maintain relationship with LTKL vendors● Supervise vendor deliverables.
Procurement: Identify, propose and procure office facilities, equipment, and others as needed; to ensure office facilities and equipment to ensure LTKL's operational needs are met.	<ul style="list-style-type: none">● Procurement plan: list of office facilities and equipment needed.● Annual procurement budget● Implement procurement activities● Asset database
Administration: Record and organize data related to email/letters, employee and company documents, office facilities, equipment, assets,	<ul style="list-style-type: none">● Archive of all emails / letters● Database of employee and organization documents, files and



and properties; to ensure the data are documented.	database related to company's operation, assets and property
Administration: Manage incoming and outgoing mail/letters; manage operational needs of employees (excluding Program and Communication & Partnership Units) activities, i.e. transportation, accommodation, office stationery, also operational needs of company, i.e. building maintenance, office facilities and equipment; to support employee and company operational needs.	<ul style="list-style-type: none"> • Send and receive email/letter • Reserve ticket, accommodation, stationery and others for operational needs of employee (excluding Program and Communication & Partnership Units) activities • Schedule maintenance for building, office facilities, and others for operations needs of company
Administration: manage the spending and report of LTKL Institutional Building Unit petty cash and management as required.	<ul style="list-style-type: none"> • Petty cash management and report
Administration: Support the implementation of LTKL activities in the field, ensuring all logistic and program implementation are available in a timely and effective manner.	<ul style="list-style-type: none"> • Provision of logistic and administrative support on LTKL flagship and general events

QUALIFICATIONS:

1. Minimum Diploma Degree with 2 years of relevant experience
2. Open to all background education; Administration and procurement are preferabl
3. Proficient in a variety of computer software applications including Microsoft Office Suite (Word, Excel, Outlook, and Access).
4. Strong writing and administration skills
5. Comfortable handling confidential information.
6. Able to organize data and documents
7. Systematic, structured, and conscientious

WHAT WE OFFER

- Competitive remuneration and employment packages (annual leave, sick leave, special leave).
- Great health insurance packages, accessible after the probation period.
- Ability to work from home and from the office from time to time.
- Good maternity and faternity policies, accessible after the probation period.
- Accessible employee capacity development support as required by the staff.
- Opportunity to work alongside LTKL Board of Advisory, District Leads and diverse team from all over Indonesia.



LTKL

LINGKAR TEMU
KABUPATEN
LESTARI

TERM OF OFFER

1. Contract Period:

The contract shall cover the period of August 2023 – November 2023 with the possibility of 1 year extension based on the performance under PKWT setting.

2. Reporting:

The incumbent shall report on a regular basis to the LTKL HRGA Coordinator on a daily basis.

3. Duty Stations:

The incumbent shall be stationed in Jakarta, with regular travel to other stations as assigned by LTKL.