



JOB VACANCY: Procurement Officer

Lingkar Temu Kabupaten Lestari (LTKL Secretariat)

Location: Jakarta, Indonesia

Position Type: PKWT

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 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 leads 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 Officer to record and organize documents or data related to office operation tasks; lead LTKL procurement process for office facilities and equipment needs, and to ensure office facilities and equipment are in a good condition as needed. The performance of procurement officer role will directly contribute to the progress of the following LTKL OKR, written in bahasa indonesia as outlined in the original OKR documents.

RESPONSIBILITIES & DELIVERABLES:

ACTIVITIES	DELIVERABLES
<p>Sourcing and Vendor Management:</p> <ul style="list-style-type: none"> Identify and evaluate potential suppliers and vendors. Build and maintain positive relationships with suppliers and vendors. Negotiate contracts, terms, and pricing agreements. Maintain a comprehensive vendor database. Develop procurement guidelines, templates, and procedures. 	<ul style="list-style-type: none"> Build a vendor database and maintain good relationships. Develop and provide recommendations on purchasing and procurement guidelines, templates and procedures. LTKL is equipped with the tools and equipment needed to implement activities.
<p>Procurement Process:</p>	



<ul style="list-style-type: none">● Prepare and issue purchase orders based on approved requisitions.● Ensure compliance with procurement policies and procedures.● Monitor and track order status, delivery schedules, and lead times.● Address any issues related to procurement, including delays or quality concerns.● Identify and mitigate potential risks in the procurement process.● Collect and analyze procurement data to identify trends and areas for improvement.● Prepare regular reports on procurement activities, spending, and performance.	<ul style="list-style-type: none">● Effective implementation of procurement cycle.● Reports on procurement activities, spending and personnel.● Propose and implement process improvements to enhance efficiency and effectiveness.
<p>Managing Subcontracting Process:</p> <ul style="list-style-type: none">● Support the end-to-end management of program subcontracts.● Collaborate with program teams to define scope, deliverables, and timelines for subcontracts.● Identify and onboard subcontractors who align with organizational goals and standards.● Monitor subcontractor performance and compliance with terms and conditions.● Address any issues or risks related to subcontract execution.● Provide regular updates on subcontracting progress and performance to relevant stakeholders.	<ul style="list-style-type: none">● Clear subcontracting agreements with defined scopes and timelines.● Regular performance reviews and reports on subcontractor activities.● Effective resolution of any subcontracting issues to ensure smooth program execution.
<p>Cost Management:</p> <ul style="list-style-type: none">● Analyze market trends and monitor changes in prices and availability of goods and services.● Identify cost-saving opportunities without compromising quality or service.● Ensure budget adherence and seek approval for any deviations.	<ul style="list-style-type: none">● Improved cost efficiency year by year.
<p>Inventory Control:</p> <ul style="list-style-type: none">● Collaborate with deputy assistants and general affairs personnel to manage stock levels and understand the organization needs.	<ul style="list-style-type: none">● Development of inventory report and control documents.



<ul style="list-style-type: none">• Maintain accurate records of received goods and services.• Monitor inventory turnover rates and recommend adjustments as necessary.	
<p>Provide capacity building, training and collaboration meeting for LTKL Team and Ecosystem on procurement and purchasing procedures:</p> <ul style="list-style-type: none">• Provide general guidance and training with other Deputy Assistants and administrative officers at LTKL to ensure administrative compliance and smooth business process on procurement process.• Work closely with internal departments to understand their procurement needs.	<ul style="list-style-type: none">• All administrative personnels received induction and training on purchasing and procurement guideline.• Provide an overall guidance and management for IBU Assistance.•
<p>Provide general logistical support for LTKL Secretariat events and activities as required.</p>	<p>Procure logistics needs for LTKL general activities and flagship events (flights, hotels, meeting rooms, transportation, and related arrangements) as required by the organization.</p>

QUALIFICATIONS:

1. Minimum Diploma Degree with 2 years of relevant experience
2. Open to all background education; Business Administration, Supply Chain Management, or a related fie.
3. Proficient in a variety of computer software applications including Microsoft Office Suite (Word, Excel, Outlook, and Access).
4. Strong writing, administration and negotiation 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
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TERM OF OFFER

1. **Contract Period:**

The contract shall cover the period of 2025-2026 with possibility of continuous extension based on performance.

2. **Reporting:**

The incumbent shall report on a regular basis to the LTKL Procurement 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.