



CARE International Indonesia (CII), as an international NGO, has carried out large scale operations in Indonesia, encompassing emergency operations, transitional activities centered on agriculture and nutrition and a range of development initiatives in such areas as water and sanitation, health and micro-credit.

CARE Indonesia in **Palopo-South Sulawesi** is currently recruiting the following position for its project:

**JOB TITLE** : **ADMIN & PROCUREMENT OFFICER (APO)**  
**DEPARTMENT/PROJECT** : **SUPPORT/ENRTP**  
**REPORTS TO** : **PROJECT MANAGER**

#### **OBJECTIVE OF THE PROJECT:**

The overall objective of this project is: **Coastal populations in Indonesia are increasingly resilient to the negative impacts of climate change.** Resilience can be defined as: *The ability of a community to resist, absorb, and recover from the effects of hazards in a timely and efficient manner, preserving or restoring its essential basic structures, functions and identity.* Resilience is a familiar concept in the context of disaster risk reduction (DRR), and is increasingly being discussed in the realm of adaptation. A resilient community is well-placed to manage hazards to minimize their effects and/or to recover quickly from any negative impacts, resulting in a similar or improved state as compared to before the hazard occurred. There are strong linkages between resilience and adaptive capacity; consequently, resilience also varies greatly for different communities and even within different community groups.

#### **MAJOR FUNCTIONS:**

The Admin/Procurement Officer (APO) is to provide procurement, secretarial and administration services to all ENRTP project staff in Palopo, South Sulawesi.

#### **MAJOR DUTIES AND RESPONSIBILITIES:**

- Assist Project Manager to collect Travel Expense Report project staff
- Assist Project Manager to prepare a letter, Project data, and Monthly report
- Assist Project Manager to process the office supply procurement
- Control and monitor the office supply use and availability for regular needs of project staff
- Prepare contract for services and repair office equipment, rent Office, car, ect.
- Prepare ROP and breakdown of invoices for office utilities, courier and others
- Maintain and monitoring organization's assets, including vehicles/motorcycles.
- Monitoring log and fuel consumption analysis properly by establishing vehicles/motorcycles files.
- Manage regional asset list for below and above US\$ 200 and under US\$ 200
- submit monthly asset report to Regional Office Coordinator in 1st week of each month.
- Processing the procurement request for project and ensure the process comply with CARE Indonesia Procurement Manual.
- Files/documents important and confidential paperwork such as document transactions for data base, for local list vendor/supplier and records all vendors/suppliers profiles.
- Updates and submits Procurement Status Report (PSR) to the Jakarta Procurement Officer
- Establish and maintain regional "Approved Vendor List"
- Provide training and support to local partners on CARE procurement & administrative.
- Coordinate with Regional Office Coordinator if there is personnel requisition for project purpose and other HR duties
- Arrange/book flight for staff for official travel purpose
- Arrange/prepare documents to be shipping to Head Quarter, other field Offices or Overseas in necessary
- Assist Supervisor as requested

*This job description covers the main tasks and conveys the spirit of the sort of tasks that are anticipated proactively from staff. Other tasks may be assigned as necessary according to organizational needs*

**SUPERVISES : Guard & Driver**

**CONTACTS/KEY RELATIONSHIPS:**

|          |  |
|----------|--|
| INTERNAL | Regional Office Coordinator, Finance Officer, District Facilitator, Money Officer, & Village Facilitator |
| EXTERNAL | Vendors & Visitors   |

**REQUIRED QUALIFICATIONS AND SKILLS**

- Minimum Bachelors Degree in Administration or Management
- Ability to communicate in English both spoken and written is preferable.
- Ability to operate standard computer programs (Window, Excel, Outlook & Internet, PowerPoint)
- Ability to build and work in teams
- Minimum 2 years experience in Secretarial, Administration Area & Procurement.
- Demonstrated ability to promote and initiate work processes and complete given assignments with minimum supervision
- Trustworthiness, integrity, Good analytical thinking and attention to detail
- Ability to work under pressure and tight deadlines
- Ability to work in a team and a Customer satisfaction oriented

**WORKING CONDITIONS:**

Travel : 20%

**TERMS OF OFFER:**

CARE is an equal opportunity employer offering a competitive salary and benefits package, and a collegial working environment. Applicants are invited to send a cover letter illustrating their suitability for the above positions, and detailed curriculum vitae, with names and addresses of three referees (including telephone, fax numbers and email address). Please DO NOT attached academic transcripts and Diplomas and state clearly the applied position code in the email subject.

Please submit your applications before **2<sup>nd</sup> February 2011** to CARE International Indonesia, Human Resources Unit:

[recruit\\_475@careind.or.id](mailto:recruit_475@careind.or.id)

"Only qualified applicants will be shortlisted"