



Food and Agriculture Organization of the United Nations

Procurement and Inventory Assistant (OSRO/INS/103/USA) NPP-6

Under the general administrative guidance of the FAO Representative, overall supervision of the International Operations Officer in Indonesia, and the direct supervision of the Head of the Common Services and Monitoring Unit (CSMU), the Procurement and Inventory Assistant will carry out the following duties:

A. Inventory

- Monitor physical inventories of expendable and non-expendable goods for periodic updates to the local inventory control record and in the FAO system - COIN;
- Maintain records and be responsible for Memorandum of Receipt (MR) for the assignment/return of equipment lent to project staff, and keeps track of the said equipment in coordination with the Information Technology (IT) and Logistics staff;
- Maintain records of inventory reports from each FAO Office, in coordination with the FAO Warehouse Logistics staff;
- Maintain updated copies of all LDCC field offices non-expendable equipment registers / records;
- Update the year-end Inventory Stocktake Report through monthly periodic physical inventory checks;
- Checks and monitors maintenance of all non-expendable equipment physically, based on a routine field monitoring (spot checking) plan;
- Liaise/coordinate with the FAOR representation office inventory focal point for timely updating and reconciliation of project assets on the official and local FAO inventory;

B. Procurement

- Prepare an overall procurement plan based on all projects' workplans and in close collaboration with the National Operations Officers. The aim of the overall procurement plan is to plan procurement actions in advance and ensure timely delivery of project inputs;
- Reconcile procurement actions against the overall procurement plan;
- Compile and prepare purchase requisitions, obtain technical specifications to be included for any procurement action, in close cooperation with National Operations Officers;
- Upon final delivery from vendor, coordinate with the goods' receiver on goods acceptance confirmation in coordination with logistics staff if needed;
- Collect invoices and initiate receipts for payment in the FAO system;
- Perform other related tasks as required.
- Perform other related duties as require

Qualifications

- Preferable Bachelor/ University degree
- Good knowledge and experience in inventory monitoring and management
- Good knowledge and experience in procurement
- Minimum 5 years experience in above related working area
- Has a good knowledge of the English language, speaks Bahasa fluently
- Good memo composition and typing skills
- Proficiency in MS Office, particularly Word, Excel and PowerPoint
- Ability to work with individuals from different cultural/national backgrounds, good interpersonal and communication skills

Duty station: Jakarta, Indonesia, with In country travels as required.

Duration: 3 months with possibility of extension depending on funding availability and satisfactory performance

GENERAL NOTE TO ALL APPLICANTS:

Interested candidates should submit a CV and a covering letter clearly stating their relevant skills, experience, vacancy and reference code by e-mail to:

E-mail: FAO-ID@fao.org

Submission DEADLINE: 14th September 2014

FAO regrets to inform applicants that only short-listed candidates will be contacted.