

Konservasi Indonesia is a national foundation established to support sustainable development in the country. We are the main partner of Conservation International in Indonesia. For more information, please visit: www.konservasi-id.org

We envision a healthy and prosperous Indonesia where biodiversity is valued and preserved. With offices and project sites across Indonesia, we promote a sustainable landscape-seascape approach and establish partnerships with multiple stakeholders across sectors and jurisdictions to deliver lasting impacts for people and nature in Indonesia.

As we are constantly expanding, we are currently hiring to fill the following position for our office in **Jakarta**:

Procurement Coordinator

(Code: PROC)

Konservasi Indonesia (KI) is seeking a qualified and motivated individual for Procurement Coordinator for Operational Team base in Jakarta. This position is responsible for managing all processes related to the procurement of goods and services in accordance with organizational and donor policies. This position ensures that all procurement is conducted in a transparent, efficient, procedural, and timely manner to support the smooth running of the organization's programs and operations. This position will regularly work with vendors to secure competitive purchase bids and agreements, complete purchase orders, and ensure timely deliveries.

This position does not directly supervise staff but acts as the "go-to" resource for staff on their procurement needs. Duties are performed under general direction.

KEY RESPONSIBILITIES

1. Procurement Process:

- In coordination with the Budget & Reporting Team and the Administration Manager, develop and update the annual procurement plan based on program and operational needs.
- Ensure that procurement planning is in line with the approved budget and activity schedule.
- Identify potential risks in the supply chain and provide mitigation recommendations.

2. Procurement Process:

- Coordinate the tender/request for quotation (RFQ, RFP, ITB) process in accordance with SOPs.
- Conduct objective evaluation of quotations and recommendations for vendor selection.
- Ensure that procurement documents are complete, accurate, and in accordance with donor regulations.

3. Vendor & Contract Management

- Develop and maintain a database of credible suppliers/vendors.
- Negotiate prices, quality, and contract terms with suppliers.
- Monitor vendor performance, including compliance with quality, delivery times, and service.
- Selecting vendors that are aligned with KI's vision and mission

4. Compliance:

- Ensuring all procurement processes comply with organizational policies, donor rules, and government regulations.
- Providing procurement documents during internal and external audits.
- Identifying and reporting potential fraud, conflicts of interest, or procedural violations.

5. Coordination & Communication:

- Coordinate with programs, administration, and finance to synchronize the needs of goods/services.
- Provide training or socialization related to procurement policies and procedures to operations and program staff.
- Report the procurement status periodically to the Administration Manager.

6. Administration & Reporting:

- Prepare quarterly, semi-annual, and annual reports related to procurement status.
- Ensure that supporting purchase documents are properly archived (PR, PO, quotations, and approvals).
- Maintain the procurement system and database accurately and up-to-date.

QUALIFICATIONS

Required (*critical to successful job performance. Applicants not meeting required skills may not be hired*)

- College degree, majoring in management, business or other related field with at least 3 years related working experience
- Effective verbal and written communication, multi-tasking, organizational and prioritization.
- Skilled in using purchasing and asset management systems (Business World is preferred)
- Good understanding on procurement process and procedure
- Computer skills with strong familiarity with word processing, spreadsheet, database and ability to communicate electronically.
- Excellent administrative skills. Ability to work well with people and display "problem solving" attitude.
- Good verbal and written communication skills in English.
- Display good leadership skills.

ADDITIONAL QUALIFICATIONS

List additional required or preferred qualifications specific to the position.

- Preferable working experience with NGO or public donor.
- Solution oriented and possess conflict resolution skills.

WORKING CONDITIONS

- Work is performed in a typical office environment.
- Willingness to work outside normal work hours to meet deadline as needed.

Please send your current resume and cover letter (no more than 4 pages) to:

indonesia.hrd@konservasi-id.org

Please fill the "subject" column of the e-mail with this format:

< PROC > - < your name >

Closing date for the application is **Oct 27, 2025**

(Only short-listed candidates will be notified).