



CORAL TRIANGLE INITIATIVE

ON CORAL REEFS, FISHERIES
AND FOOD SECURITY



Requisition and Logistic Officer

(Temporary Staff under Contract for Service – 3 months)

(To be based in Manado, North Sulawesi, Indonesia)

I. Background

The Coral Triangle Initiative on Coral Reefs, Fisheries and Food Security (CTI-CFF) is a multilateral partnership of six countries (Indonesia, Malaysia, Philippines, Papua New Guinea, Solomon Islands, Timor-Leste) working together to sustain extraordinary marine and coastal resources by addressing crucial issues such as food security, climate change and marine biodiversity.

The Regional Secretariat of CTI-CFF is looking for a **Requisition and Logistic Officer (Temporary Staff under Contract for Service)** to provide requisition, procurement and logistics services in accordance with CTI-CFF Financial Regulation, CTI-CFF Financial Policies and Procedure Manual and other existing regulations; providing guidance, advise and support to ensure requisition/procurement processes are effective, efficient, transparent and provide the overall value to Regional Secretariat, all while ensuring excellent service internally. He/she will be supporting the Finance Assistant Manager in the discharge of responsibilities, applies requisition/procurement and logistics best practices and performs other duties as assigned. He/she will work in close collaboration with the Program Services and Corporate Services teams of Regional Secretariat.

Scope of Work

1. Requisition/procurement

- Provides advice and guidance to Corporate Services and other colleagues on procurement matters and on relevant processes, such as requests for proposals and bid evaluation criteria, to ensure client needs are met, CTI-CFF obtains best value, and ensure procurement processes are fair, open and transparent;
- Analyses Regional Secretariat's requirements and selects the most appropriate procurement method based on established practices, policy, and past experience. Conceptualizes and recommends through Finance Assistant Manager to Deputy Executive Director for Corporate Services new practices and procedures where no precedence exists;
- Assist in planning, organizing and leading the bid solicitation process including drafting and issuing requests for quotations (RFQ), requests for information (RFI), requests for expression of interest (RFEI), requests for proposals (RFP), and developing bid evaluation criteria;
- Supports bidding evaluation committees by guiding members through the evaluation process and ensuring the integrity of the competitive process while fully supporting the selection and decision making process;
- Facilitates bidder debriefings, exercising appropriate judgement and tact while ensuring the protection of confidential information. Maintains complete and accurate records as a safeguard in the event of a legal dispute;

- Assists in analyzing, negotiating and preparing contracts, ensuring appropriate terms and conditions are included to protect the interests of the Regional Secretariat;
- Monitors and reviews progress of contracts, coordinates renewals, as appropriate, reviews and approves invoices for payment, and resolves any problems that may arise. Also performs post contract evaluations;and
- Creates and maintains procurement records.

2. Logistics

- Logistical arrangement to support the overall Secretariat operation, including for CTI SOM, CTI COM meetings and other CTI-CFF program and activities;
- Provides advice and guidance to Regional Secretariat on shipping methods and services, risks, and costs associated with domestic and international shipments, and assists Finance Assistant Manager relating to finance matter;
- Analyses logistical requirements and selects appropriate methods and services to use based on standard practice. Plans, ensures execution of and monitors shipments; and
- Travel arrangement and organization, including staff's family and consultants, for activities, events, moving, relocation, repatriation, and any official travel.

3. Others

- Perform general administrative work.
- Performs other related duties as required from the Corporate Services team and authorized by management.

II. Coordination and Reporting: The Requisition and Logistic Officer will report directly to Finance Assistant Manager.

III. Qualifications

1. Bachelor's degree in Business Administration, Accounting, Economics and Management, Tourism
2. At least 4-5 years experience in requisition/procurement and logistics services
3. Demonstrated familiarity with locally purchased commodities/goods/services
4. Experience conducting supplier research and coordinating with retailers, wholesalers and traders
5. Demonstrated knowledge of procurement processes and linkages with other operations (e.g., logistics)
6. Experience in administering third party service providers' contracts; compiling contract documentation; contract execution
7. Proven experience in logistic arrangements for workshops and large meetings; in identifying insurances, vendors, goods and service providers for the operation of the Secretariat
8. Strong interpersonal skills and a passion to work with people across levels, functions and programs to build a strong coherent institution
9. Ability to work effectively in a fast-paced office environment, both independently and as part of a global team across time zones
10. Excellent inter-personal communication skills, articulate, including the ability to encourage collaboration with other programs, international offices, and partners
11. Highly motivated, proactive work style and excellent organizational skills
12. Proficient in Microsoft Office (Word, Excel, Access, PowerPoint) and the Internet
13. Capability to learn and use proprietary software applications
14. Ability to manage multiple priorities and work under pressure with tight deadline; and

15. Individual who can work independently, under little direction and supervision, and able to take decisions based on available information
16. Demonstrates professionalism, integrity, accountability, and impartiality
17. Proficient in writing and speaking English and Bahasa Indonesia

IV. Compensation

The compensation (paid in Indonesian rupiah equivalent) for this position depends on the candidate's qualification and level of experience.

Contract Duration: 3 months

V. Conditions of Application

1. Applications are open to nationals of CTI-CFF Member Countries
2. The successful applicant will be based at the CTI-CFF Regional Secretariat in Manado, North Sulawesi, Indonesia

VI. Submission of Application

Please submit your application in English and include a cover letter, Curriculum Vitae and at least three (3) work references in format <Requisition and Logistics Officer><Your Name> by **4th June 2020** to regional.secretariat@cticff.org.

The position is subject to open competition regardless of race, color, gender, mother tongue, religion and beliefs, or the national, ethnic or social origin.

Only shortlisted applicants will be contacted for interview.