

## Terms of Reference

# Senior Procurement Officer

## Program Background

The **Kemitraan Indonesia Australia untuk Infrastruktur (KIAT)** is a 10-year facility supported by the Australian Government and implemented by Cardno. KIAT's overarching goal is to support 'Sustainable and inclusive economic growth through improved access to infrastructure for all people'. To support this goal, KIAT works with the Government of Indonesia, Government of Australia, the private sector, Multilateral Development Banks and other development partners, as well as civil society to help achieve the following 'End-of-facility Outcomes' (EOFOs):

1. Improved GOI policy and regulatory framework for infrastructure development
2. High quality projects prepared and financed by GOI, the private sector and / or MDBs
3. High quality infrastructure delivery, management and maintenance by GOI

The initial focus of KIAT Facility is on the following areas: Water and Sanitation; Transport; Gender, Social Inclusion and Civil Society Engagement (GESI-CSE); and Infrastructure Financing.

## Purpose of The Position

The purpose of the Senior Procurement Officer is to ensure the provision of highly effective, efficient and compliant Procurement services across the Facility.

## Objectives

Under the supervision of the HR and Procurement Manager, the Senior Procurement Officer will be responsible for collaborating with Program Managers and other program technical officers to support Activity procurements across the Facility. The Senior Procurement Officer will also be responsible for leading the procurement of facility/corporate procurements as required.

The Senior Procurement Officer will also be responsible for maintaining the preferred supplier lists for corporate goods and services to support the facility and maintain the KIAT Procurement Plan.

The Senior Procurement Officer will ensure that all procurements adhere to Cardno/KIAT policies procedures and that procurements achieve value for money.

The Senior Procurement Officer will work closely with Cardno, Program Managers, Operation team colleagues and Sector team staff.

## Key Activities

Under the direction of the HR and Procurement Manager, the key activities for the positions are:

- Under the supervision of the HR and Procurement Manager and in collaborations with Operations Team and Cardno corporate team, provide insights and suggestions for improvement of KIAT's Procurement policy and procedures
- Maintain the KIAT Procurement Plan
- Lead the procurement process from start to finish for the procurement of corporate goods and services and selected (straight forward) Activity procurements and ensure they are in line with the KIAT Facility Operations manual and Commonwealth Procurement Rules. This includes preparing specifications,

solicitation documents, managing evaluations, drafting recommendations, and overseeing the selection and negotiation process of tenderers

- Support the procurement process for complex Activity procurements (led by HR and Procurement Manager or relevant Program Manager), including providing guidance on the process, preparing specifications, solicitation, and evaluation documentation.
- Manage, maintain, and administer the preferred supplier lists for corporate goods and services to support the Facility.
- Coordinate with user units and Cardno in preparing engagement through various contracts mechanisms such as subcontracts, blanket purchase agreements, purchase orders, personal services agreements, and deed of service order.
- Responsible to draft Purchase Orders (PO) for review and approval and maintain a database of all PO's across the facility
- Maintain all procurement files ensuring compliance with relevant regulations
- Provide day-to-day support and guidance to KIAT staff related to procurement, contract management and administration.
- Support relevant subcontract procurement staff by providing guidance on business processes in line with KIAT Facility Operations Manual
- Where required, lead and/or support the negotiation process of contracts as required.
- Ensure post-award management, if necessary, in accordance with relevant regulations, including but not limited to induction, reporting, audits, contract management in accordance with Cardno and KIAT directives, policies, and procedures.
- Ensure that consultations, meetings, and decision-making processes include representations of gender
- Ensure that all key activities consider opportunities to strengthen Gender Equality and Social Inclusion (GESI) outcomes during implementation, and where relevant consider the feasibility of engaging with civil society to enhance these outcomes.
- In consultation with selected organisations, lead the drafting of the due diligence assessment for internal review and approval
- Analyse and evaluate grant applications, proposals, and awards to ensure adherence to grant management procedures
- Support the Facility-wide approach to ensuring the facility demonstrates (and can measure) Value for Money
- Identify and support the improvement efforts throughout the procurement processes for goods, materials and services (including advisory services) lifecycle, including gender equity and social inclusion across the Facility.
- In consultation with the HR and Procurement Manager, and IT and Systems Manager, support the effective automation of Procurement Processes across the facility using Microsoft 365 to achieve greater efficiencies in business processes

## Key Deliverables

1. Updated Procurement Plan
2. Updated preferred supplier lists for goods and services
3. Achievement of value for money in all procurements across KIAT.

## Selection criteria

- Master's Degree with minimum 4 years of experience, Bachelor's Degree with minimum 6 years of experience
- Demonstrated experience supporting and managing the procurement of goods and services across a dynamic development program. Experience on a DFAT-funded development program an advantage
- A solid understanding and strong commitment to best practice in procurement with strong knowledge and understanding of the Procurement lifecycle. Understanding of the Commonwealth Procurement Rules an advantage.
- Strong interpersonal skills and ability to liaise with high-level stakeholders in a development context, particularly with Government of Indonesia counterparts and DFAT officers
- Ability to communicate with a wide range of stakeholders from diverse
- Knowledge and understanding of the different needs of different stakeholders such as women, the elderly, people with disabilities and others with special mobility needs
- Fluency in Indonesian and English (written and spoken).
- Qualified female candidates are encouraged to apply

## Position details

<b>Reports to:</b>	KIAT HR and Procurement Manager
<b>Assignment:</b>	Fixed term national employment agreement
<b>Duration:</b>	12-month contract, with possibility of contract extension
<b>Commencement:</b>	1 July 2022
<b>Location:</b>	Jakarta
<b>Remuneration:</b>	Successful Indonesian nationals will be engaged under a local contract in IDR, and will be subject to Indonesian employment regulations and tax obligations.
<b>Applications:</b>	1) CV 2) Statement (of up to 1,000 words) addressing the selection criteria and the candidate's skills and experience relevant for the position 3) Three names of referees

## Our Recruitment Policies

*Cardno is an equal opportunity employer.*

*Cardno is committed to child protection and safeguarding the welfare of children in the delivery of our international development programs. Recruitment and selection procedures reflect this commitment and may include relevant criminal record checks.*

*We thank all applicants. However, due to the anticipated volume of applications, only the shortlisted candidates will be contacted.*