

Main Responsibilities

1. Procurement & Logistical support 60%

- Ensure that all procurement documents: requisitions, quotations, tenders, bid assessment/ analysis, sole source, purchase orders, contracts, waybills, delivery notes, copies of invoices and receipts of payments are practiced in line with organization policies and procedures.
- Organise and follow up transportation of the purchased goods, ensuring their traceability and filling of the related documents.
- Ensure to record supplier database and engage necessary agreement in line with procedures.
- Conducts market surveys periodically.
- Weekly Log & procurement report have to send Operations Manager in a timely manner.
- Monthly Log & Procurement Reports must be sent to Logistics & Procurement Manager as Technical Supervisor in timely manner.
- Manage and assign the tasks to Logistics Staff and drivers as daily and weekly
- Harmonize and be flexible among difference programs staffs and operations.
- Initiate the Purchase Requisition Forms, sole source, CBA, purchase order as necessary.
- Develop and update procurement plan, list of pending procurement and submit weekly procurement report as required.
- Provide expenditure forecast to the budget holders and Finance department based on the updated procurement plans.
- Ensure all vehicles are properly maintained and service regularly.
- Ensure statutory compliances are met with organization policies and procedures.
- Support in organizing meeting/workshop/training in terms of venue, logistic and procurement.
- Prepare monthly report of procurement and logistics.
- Assist OM and Departments to develop monthly, quarterly and annual procurement plan.

2. Fleet Management 30%

- Manage driver's schedule and monitor their logbooks, calculate overtimes and monthly fuel consumption.
- Manage and supervise daily transportations for staff movement.
- Ensure fleet logbooks are check regularly.
- Monitor and manage fuel consumption for office vehicles.
- Ensure all vehicles are well maintained regularly.
- Prepare monthly fleet management report.
- Coach and train Drivers to improve their performance
- Ensure all vehicles and drivers are always met with safety conditions and manners.

3. Assets & Inventories 10%

- Ensure Assets and Inventories lists are update regularly and lead physical counting process in annually and as need of Grant End.
- Manage to store project materials in Field office and camp office properly.
- Update and report inventory list monthly basis.
- Any other duty assigns by Line Manager & Technical Manager.