

## JPO Job Description – Jakarta, Indonesia

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JPOs may be Dutch nationals (or have permanent residence status in the Netherlands), nationals of another EU member state or nationals of eligible developing countries listed on the website of the Netherlands Ministry of Foreign Affairs:

[http://www.minbuza.nl/en/Key\\_Topics/Development\\_Cooperation/Associate\\_Experts\\_Programme](http://www.minbuza.nl/en/Key_Topics/Development_Cooperation/Associate_Experts_Programme)

### **General Information**

<b>Title:</b>	Procurement Officer (Smallholder Local Purchase)
<b>Sector:</b>	Procurement (Local)
<b>Location:</b>	Jakarta, Indonesia (extensive travelling required in Indonesia)
<b>Duration of Assignment:</b>	3 years, with an initial contract for one year
<b>Supervision by:</b>	Deputy Country Director and Head Supply Chain Management
<b>Grade:</b>	P1 step I or P2 step I the first year, depending on the level of education and experience.

### **Content and methodology of supervision:**

The supervisor will guide the development of the JPO's workplan, identifying priorities as well as JPO learning opportunities. The JPO will on a daily basis report to the supervisor on ongoing activities, challenges and new emerging opportunities. The supervisor will provide performance feedback on a half yearly basis in line with WFP's corporate performance appraisal system.

**Background:** With the support of donor Governments, WFP has been procuring food locally for decades and has spent over US\$ 150 million in food purchases in Indonesia from 2001 to 2009. WFP's standard practice is procurement through competitive tendering and contracting, generally with large-scale food manufacturers and traders. In line with WFP's future strategic direction to better use its purchasing power to support the sustainable development of food security, WFP is launching a set of pilot activities to further explore programming and procurement modalities. This effort is known as "Purchase for Progress" or P4P. While Indonesia is not a pilot country under the P4P initiative, the Country Office will explore possibilities of increasing quantities of commodities procured from small farmer organizations and small/medium traders.

**Accountabilities:** In collaboration with the Regional Bureau in Bangkok, WFP Headquarters, and with WFP Country Office staff, the Procurement Officer will be responsible for exploring potential markets and establishing shortlist of small scale food suppliers with the objectives of increasing supply from small and medium traders and small scale farmers' organizations.

Under the supervision of the delegated authority, he/she will have the following specific duties:

- a. Provide management with advice and guidance on local food procurement options in line with WFP strategic objectives and provide technical advice on procurement activities, following rules, procedures and regulations,
- b. Build a vendors' roster for local food procurement, with particular focus on small and medium traders, and small scale farmers organizations;
- c. Manage the various procurement processes, including:

- Issue local tenders, evaluate offers and make recommendations for the finalization of purchases and the award of contracts through WFP's corporate system;
  - Review technical proposals of suppliers and carry out cost/benefit analysis for equipment and services procurement;
  - Develop and prepare technical and legal contracts, in consultation with Legal Division at Headquarters, as and when required;
  - Manage and coordinate negotiations with all interested parties including contract disputes and claims;
- a. Assist in the design of contracts related to local food procurement with "pro-small holder" approach of purchasing modalities including price setting and delivery terms, particularly for forward contracts;
  - b. Contribute to performance appraisals of traders and farmer associations;
  - c. In collaboration with the logistics and procurement units in the CO, liaise with WFP appointed inspection and superintendent firms to ensure quality control, specification conformity, volume assessment, monitoring and verification of deliveries;
  - d. In collaboration with the Procurement Unit in CO/RB/HQ assist in developing requisite training materials;
  - e. Participate in identification of small-scale farmer groups who qualify for the local food procurement with "pro-small holder" approach;
  - f. Communicate and coordinate with units, also part of the supply chain: logistics, pipeline and programme;
  - g. Identify and implement best practices, through agreed upon procurement modalities, that will lead to increased sales by small-scale farmers and small and medium traders to WFP;
  - h. Contribute to revised food procurement guidelines incorporating new purchase modalities that benefit smallholder farmers. Explore opportunities of using warehouse receipts, commodity exchanges, food reserves, home grown and processing options;
  - i. Manage local food procurement data and records and provide input to briefs, presentations and corporate reporting systems as required;
  - j. Participate in programme reviews and evaluation missions as required
  - k. Supervise procurement staff, as required.

**Results expected:** Successful procurement of food through a roster of smallholder farmers or traders for the country office adhering to applicable WFP guidelines and strategic objectives.

**Required skills:** The Procurement Officer should have the following skills:

- Initiative, maturity of judgement, tact; ability to develop effective working relations with other units/officers.
- Strong negotiation skills;
- Knowledge on food commodity markets with both international and local perspectives;
- Ability to develop and maintain effective work relationships and avoid conflict with host population, and WFP counterparts at all levels;
- Ability to establish priorities and to plan;
- Ability to draft clear and concise reports for decisions on key issues.

**Essential Qualifications:** Advanced university degree or university degree with experience and advanced courses/training in one or more of the following disciplines: economics, commerce, business administration, engineering, legal, accounting or related field. Bachelor degree and 3 years of relevant experience or Master degree and preferably 2 years of relevant experience. Experience in procurement operations is desirable. Experience in public sector management, development projects, emergency assistance, and/or operational aspects of national, bilateral or multilateral food aid or commercial transactions would be advantageous.

Working knowledge of English (proficiency/Level C) is required.

### Background Information

Indonesia has made significant strides in reducing poverty and strengthening democracy since the economic crisis and political transformation of 1997-1998. However, out of a population of over 245 million people, 52 percent live on less than US\$2 per day with an estimated 35 million poor people who live on less than US\$0.65 per day.

The Indonesian government has embraced ambitious targets for reducing the rates of malnutrition and maternal and child mortality by 2010 in line with the UN's Millennium Development Goals.

WFP's Protracted Relief and Recovery Operation (PRRO) helps to achieve these goals – by providing nutritional assistance to vulnerable children and pregnant women. However, aid activities also provide recovery rations to the most vulnerable tsunami survivors, boost primary school attendance, encourage TB patients to finish their treatment, help people improve their livelihoods and assist communities to develop. About 845,000 beneficiaries are targeted. Specific activities include:

- Nutritional Rehabilitation aid via local health centres. Pregnant women and nursing mothers receive fortified noodles; children receive either fortified biscuits or fortified blended food (Greater Jakarta, East Java, NTT, NTB, south Sulawesi and Aceh & Nias);
- School Meals– about 320,000 primary school students receive fortified biscuits in class every day to increase attendance and performance (Greater Jakarta, East Java, NTT, NTB and Aceh & Nias);
- TB assistance – rice and fortified noodles to 105,000 TB patients and their families to encourage patients to finish their treatment regime and provide extra nutrition to help them fight the disease (Greater Jakarta, East Java, NTB, NTT and south Sulawesi).

In collaboration with the Government, WFP has published a Food Insecurity Atlas of Indonesia and a Nutrition Map of Indonesia.

#### Facts & Figures:

Climate	Tropical, hot, humid
Terrain	Indonesia consists of 17,508 islands, mostly coastal lowlands; larger islands have interior mountains
Food production	Rice, cassava, maize, sweet potatoes, soybeans, peanuts, rubber, cocoa, coffee, palm oil, copra, poultry, beef, pork, eggs.
Annual harvest	January-March; March-May (Rice); July/August (Maize)
Agricultural production (% of GDP)	14

### How to apply

Go to:

<http://i-recruitment.wfp.org/vacancies/10-0010774>

**Step 1:** Create your online CV.

**Step 2:** Click on “Description” to read the position requirements and “Apply” to submit your application.

NOTE: You must complete Step 2 in order for your application to be considered for this vacancy.

### Deadline for application

Applications should have reached WFP by **August 15 2010**. Applications received after this date will not be considered.