

POSITION: Procurement Manager
REPORTS TO: Head of Finance
CAMPUS: Cilandak/Business Office

PURPOSE

The Procurement Manager will oversee procurement processes, manage vendor relationships, negotiate contracts, monitor budget spending, and ensure timely delivery of goods and services. This role also involves preparing reports, leading tender processes, and integrating JIS Learning Dispositions into procurement practices.

QUALIFICATIONS, EXPERIENCES & ATTRIBUTES

- Minimum bachelor's degree in Economics or Accounting from an accredited institution.
- Minimum eight years of experience in procurement, preferably in a multilingual and multicultural environment.
- Fluent in English.
- Demonstrated strong technology and computer literacy skills.
- Ability to work both independently and collaboratively with administrators and the Board of Management.
- Demonstrated management, leadership, organizational agility, initiative, and motivational skills.
- Outstanding personal communication skills with diverse stakeholders.
- Ability to establish and maintain effective working relationships with individuals from different national and cultural backgrounds.
- Capacity to handle sensitive issues confidentially.
- Commitment to working beyond regular hours and being available outside of school hours, including weekends or holidays.
- Clear commitment to Child Protection, safety, service learning, and environmental stewardship.

DUTIES AND RESPONSIBILITIES

- Oversee and supervise procurement processes to ensure compliance with regulations and budgetary constraints.
- Manage the purchasing team to source overseas and local vendors for procurement needs.
- Negotiate prices, terms, availability, and delivery with vendors and service providers.
- Supervise and monitor the ordering process until delivery of goods and services.
- Review and approve Purchase Orders.
- Monitor budget spending and ensure purchases are within budget.
- Prepare or review all purchasing-related reports.
- Lead tender processes and collaborate closely with user departments.
- Prepare, review, and provide purchasing-related data for audit, tax, and reporting purposes.
- Incorporate and embrace the JIS Learning Dispositions of Resilience, Resourcefulness, Relating, and Reflecting into procurement practices.
- Perform other related duties and assume additional responsibilities as assigned by the Head of Finance, including participation in school activities or events and attendance at workshops organized by JIS.

TO APPLY

Please send your cover letter, resume and 3-5 list of professional references to recruitment@jisedu.or.id