

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

### **PURPOSE**

The Procurement Manager will perform to plan, organize, monitor, and coordinate the overseas and local procurement of school supplies and services; obtain the best value for all procurements; abide and enforce JIS procurement policies, processes, and procedures; responsible for maintaining, controlling, and monitoring the purchasing expenditures to ensure compliance with the approved budgets; and provide timely procurement and budget reports.

### **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 the JIS Learning Dispositions of Resilience, Resourcefulness, Relating, and Reflecting into procurement practices.
- Embrace the JIS Learning Dispositions of Resilience, Resourcefulness, Relating and Reflecting
- 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**

Interested candidates should apply directly by email to [recruitment@jisedu.or.id](mailto:recruitment@jisedu.or.id).

Please submit the following materials as separate PDF attachments in one email:

- Cover letter expressing interest in the position
- Current resume
- List of three to five professional references with name, phone number, and email address (references will not be contacted without the candidate's permission)

## Safe Recruitment Statement

At Jakarta Intercultural School (JIS), we are committed to ensuring the safety and well-being of all our students. As part of this commitment, we have implemented rigorous recruitment policies and procedures designed to safeguard our students and uphold the highest standards of child protection.

### Our recruitment process includes:

- Thorough verification of the identity and qualifications of all candidates.
- Obtaining and corroborating professional and character references.
- Performing comprehensive background checks in all countries of residence.
- Conducting a multi-stage interview process, including scenario-based questions to evaluate how candidates handle situations related to student safety and well-being.

### Child Safeguarding Policy

JIS has a robust Child Safeguarding policy that seeks to protect our students, their families, and the entire JIS community. This policy ensures that all students have the right to protection and access to confidential support systems. As part of this policy, all community members with access to students must undergo annual child safeguarding training to stay informed and vigilant in protecting our students.

By maintaining these stringent recruitment practices, JIS ensures that our educational environment remains safe, nurturing, and conducive to the well-being and development of every student.