

Procurement Assistant - East Java

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Company: MSH

Location: Indonesia

Category: other-general

Join MSH's Impactful Team: Procurement Assistant Position

Are you passionate about making a difference in global health? Management Sciences for Health (MSH) is a leading global health nonprofit dedicated to transforming health systems and improving access to quality healthcare worldwide. With a rich history dating back to 1971, MSH collaborates with local partners, from ministries to communities, to build resilient and equitable health systems in over 150 countries.

About MSH:

MSH envisions a world where everyone has access to essential healthcare, and we're on a mission to achieve that. By working hand-in-hand with local communities and partners, MSH strives to create lasting changes that protect people from diseases and enhance overall well-being. MSH Indonesia is implementing the USAID BEBAS-TB activity which aims to reduce TB incidence and mortality by supporting the Indonesian government to address the critical gaps and challenges of the TB program.

Position Overview: Procurement Assistant

Are you ready to contribute to a meaningful project? MSH is seeking a Procurement Assistant with at least 2 years of relevant experience in administrative grants, procurement, and supply management. As a Procurement Assistant, you will play a crucial role in procuring goods and services at the Provincial level, ensuring compliance with MSH/Donor procurement policies and procedures.

Responsibilities:

As a Procurement Assistant, you will:

Prepare procurement solicitations (REOI, RFQ/RFP) and negotiate purchase terms and conditions.

Issue purchase orders and agreements, monitor supplier performance, and address issues promptly.

Inspect and evaluate the quality of purchased items, analyzing industry trends, and supporting sourcing strategies.

Maintain procurement data, including trackers, supplier lists, and standards of goods and services.

Collaborate with the provincial team for the effective implementation of project activities.

This list is not exhaustive. The Procurement Assistant is expected to perform other duties as assigned.

This position is located in Indonesia, East Java

QUALIFICATIONS

Qualifications:

Education:

University Degree in logistics, supply chain management, business, or related field. A professional certificate in Procurement/Logistics is an advantage.

Experience in a USG or donor-funded project or NGO preferred.

Experience in using QuickBooks and Deltek Costpoint is an advantage.

Experience:

2+ years of relevant and progressive experience in administrative grants, procurement, and supply chain management.

Hands-on experience in procuring services, goods, and various forms of procurement.

Knowledge and Skills:

Proficiency in purchasing strategies, including sourcing and tendering.

Excellent communication, interpersonal, and negotiation skills.

Strong analytical thinking and problem-solving skills, especially under pressure.

Proficiency in Microsoft Office, business applications, purchasing, and resource planning systems.

Detail-oriented with strong negotiation skills.

Ability to work in a team-oriented environment while managing an individual workload.

Ability to work independently, take initiative, and meet deadlines with attention to detail and quality.

Proficiency in written and spoken English.

Competencies:

Know-how related processes and products.

Strong communication skills, building relationships, and presenting arguments effectively.

Result-oriented, meeting deadlines, identifying actions, and achieving goals.

Solution-oriented when facing challenges or problems.

If you are ready to be part of a dynamic team making a lasting impact in global health, apply for the Procurement Assistant position at MSH and contribute to our mission of ensuring sustainable, resilient, and equitable access to quality healthcare worldwide.

MSH is an equal opportunity employer and will not discriminate against any employee or applicant for employment on the basis of race, color, sex, sexual orientation, gender or gender identity, religion, creed, citizenship, national origin, age, veteran status, or disability unrelated to job requirements. MSH will take affirmative action to ensure that qualified applicants are employed and that employees are treated without regard to their race, age, color, religion, sex, sexual orientation, gender identity, national origin, veteran and disability status. In compliance with U.S. Department of Labor Executive Order 11246, Section 503 of the Rehabilitation Act, and Section 4212 of the Vietnam Era Readjustment Assistance Act, MSH has developed and maintains an affirmative action program and plan.

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