SCOPE OF WORK					
Position	:	**Procurement Finance Intern**			
Department	:	**Vice CEO Office**			
Employee Type	:	**Internship**	**Revision Date**	:	**25 September 2026**

I. CISDI AND OUR CULTURE

CISDI is a full-service Center of Expertise that advances health system strengthening and development through community-engaged approaches, targeted research, policy advocacy, and campaigns. Our vision is to set and implement health system standards, leaving no one behind by driving a systemic, evidence-based transformation of Indonesia's and other countries' health systems. We work in close collaboration with international institutions, governments, donors and private sector partners to support PHC systems and ensure robust and public-oriented policies are set and subsequently implemented.

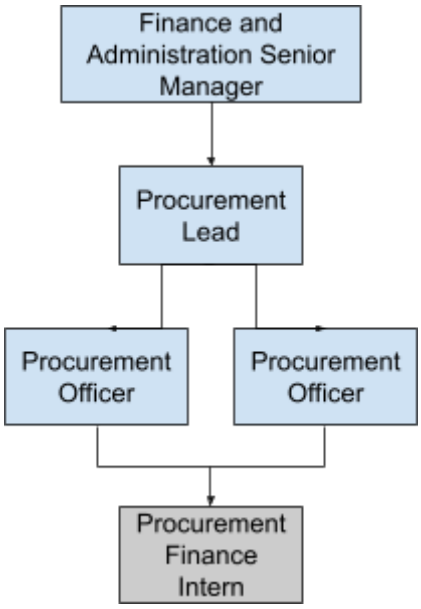
CISDI is structured into five fully integrated units providing advisory and MEL, policy advocacy, knowledge production, behavior change communication, implementation excellence, and digital health services. During the last 5 years CISDI has nearly tripled in both size and scope. While other Civil Society Organizations and NGO's have been adversely affected by USAID's closure, CISDI has expanded rapidly. We are positioned to continue this growth trajectory by expanding into new business sectors with service offerings driven by donors and private client's requests. To ensure we operate internally to the same high standards we perform externally, we embarked on an aggressive organizational-wide transformation aligning our internal policies, processes, procedures and systems to meet these changing market dynamics.

CISDI's corporate culture is our "Super Power". We hire highly intelligent professionals who thrive on challenges. Our professionals are given the freedom to express their creativity by solving complex healthcare sectoral issues often working on problems that other organizations may not have tried or have failed. Our people thrive in a collaborative work environment where ideas are heard and acted upon regardless of level or length of employment. Work-Life balance is not just talk but is embedded into our operating models, policies and procedures. It is who we are.

II. SUMMARY OF ROLE

The Procurement Finance Intern supports daily procurement and finance administration processes by assisting with purchase requests, vendor coordination, document filing, payment tracking, and procurement compliance. Reporting to the Procurement Officer and Finance & Administration Senior Manager, this role helps ensure procurement activities are properly documented, timely, and aligned with organizational procedures and operational needs.

III. ORGANIZATION CHART



IV. JOB DESCRIPTIONS

Responsibility	Activity	Output/Measurement
Support procurement and finance administrative processes	• Assist in preparing Purchase Requisition (PR) documents and collecting price quotations (Request for Quotation / RFQ) from prospective vendors • Input price comparison matrices (cost comparison) to support quotation analysis • Organize, verify, and archive invoices, receipts, Handover Reports (Berita Acara / BAST), and other procurement documents in a neat and structured manner	Complete, accurate, and well-organized procurement documents.
Coordinate operational needs and vendor relations	• Conduct market research (sourcing) to find new suppliers/vendors matching the program's specification needs • Communicate and follow up with vendors regarding orders, delivery schedules, or billing/payment processes • Support urgent operational or administrative needs as required	Operational needs handled on time (on-time delivery) and good vendor relationships maintained.

Support data tracking, system input, and reporting	• Regularly update and monitor the procurement and payment status tracker • Manage and update the vendor/supplier database, including preparing vendor master data requirements for system integration • Help monitor the completeness of vendor legal documents	Administrative records updated and accurate, and vendor database ready/integrated into the system.

V. WORKING RELATIONS

Internal	• All staffs
External	• Vendor • External stakeholders

VI. QUALIFICATIONS

A. Minimum Qualifications

- Fresh graduate from Business Administration, Management, Finance, Accounting, Economics, Supply Chain, or other related fields
- Basic understanding of procurement and/or finance processes is preferred
- Detail-oriented, proactive, and able to work in a fast-paced environment
- Good communication and coordination skills
- Able to manage administrative tasks accurately and efficiently
- Proficient in Microsoft Office or Google Workspace, especially Excel/Spreadsheet
- Fast learner and responsive in handling operational needs

B. Competencies

- Core Competencies
  - Integrity and Accountability
  - Initiative and Responsiveness
  - Team Collaboration
- Technical Competencies
  - Procurement Administration
  - Basic Finance Administration
  - Microsoft Excel / Google Sheets
- Behavioral Competencies
  - Attention to Detail
  - Adaptability
  - Communication Skills