

## JOB DESCRIPTION

**Position title:** Senior Procurement Officer, WWF-Viet Nam  
**Reports to:** Head of Finance  
**Supervises:** N/A  
**Location:** Hanoi, Viet Nam  
**Date:** July 2020

### I. Background:

WWF was one of the first International non-government organizations working in Viet Nam. In 1985, WWF began working on a national conservation strategy and since then has worked closely with the Viet Nameese Government on a diverse range of environment issues and implemented field activities across the country. Find out more at <http://Viet Nam.panda.org/>.

WWF recognizes that its employees are its most important asset. A competent workforce, thoroughly trained, properly motivated, and bound together by mutual trust and common objectives is crucial to the success of WWF.

### II. Major Functions:

The Senior Procurement Officer is responsible for the efficient coordination, management and operations of procurement function for WWF-Viet Nam. The Officer will be well versed with WWF general procurement guidelines. The Officer will also be responsible for building the capacity of WWF-Viet Nam staff as well as its partners and suppliers to ensure they adhere to WWF-Viet Nam procurement policies and regulations.

### IV. Major Duties and Responsibilities:

- Conduct bidding for purchasing of works, goods and services in accordance with WWF procurement procedures including but not limited to preparation and review of requests for proposals, fine-tuning specifications, public advertisements and assistance to proposal evaluations.
- Ensure social development for conservation policies are adhered-to in procurement.
- Create and maintains database of frequent suppliers of goods & non-consultancy services to include information on pricing, conditions of offer, payment conditions and schedules.
- Create & maintain PR/PO registration worksheet to efficiently monitor all Purchase Requisition/Purchase Orders issued
- Responsible for due diligence checks (supplier references, site visits, historical data, anti-terrorism compliance) for authorized suppliers and contracted Suppliers.
- Administer contracts for purchase of works, goods and services.
- Negotiate with suppliers to ensure that competitive prices, credit terms and discounts are offered and arrange delivery schedules.
- Check the arrival of goods and validate their conformity with original specifications, purchase orders and distribution demands.
- Prepare specific procurement related reports when required by WWF management or donors. Provides the information as required by WWF auditors
- Conduct annual market survey of regular office supplies to ensure that WWF could purchase them at the most competitive price.
- Promptly inform direct supervisor of any areas of concern of potential or suspected violations of Procurement policies and procedures.
- In supporting WWF Viet Nam's partners during project implementation, prepare all procurement related documentation for goods/non-consultancy services such as calls for proposal, contracts and follow up on payments, if required
- Monitor procurement records to ensure that each procurement request is fully and clearly documented according to WWF-Viet Nam policies.
- Prepare periodical analysis of purchase request/purchase order tracking report for Hanoi and all field offices when required to ensure that all procurements are carried out efficiently and in a timely manner.
- Perform other duties as required by direct Supervisor.

### V. Profile

#### **Required Qualifications**

- A University degree in one or more of the following disciplines: business administration, management or business law, Procurement and Supply Chain Management. Master Degree or Professional Certification in relevant field will be an added advantage.
- Excellent knowledge of MS Office package and office management systems.
- Proven experience as an office administrator, procurement officer or other related relevant role.
- Familiarity with office management procedures and basic financial/contract management principles.

#### ***Required Skills and Competencies***

- At least 5 years' experience working in experience in procurement related position and experience of contract preparation preferably in a not-for-profit organization.
- Knowledge of Procurement rules and regulations of UN/ World Bank or any other multilateral / bilateral organizations is an advantage;
- Good communication and negotiation skills;
- Good interpersonal & organizational skills, attention to details, high sense of confidentiality & trustworthy
- Ability to work in multi-cultural environment
- Ability to work under pressure to pursue multiple tasks simultaneously to successful conclusions.
- Demonstrate high level of integrity
- Excellent proficiency in English.
- Demonstrates WWF behaviors in ways of working: strive for impact, listen deeply, collaborate openly and innovate fearlessly
- Adheres to WWF's values, which are: Knowledgeable, Optimistic, Determined and Engaging.

#### **VI. Working Relationships:**

**Internal** – Work closely with Finance and Conservation teams; Engage with and support WWF-Viet Nam staff including staff in field offices.

**External** - Interact regularly with WWF-Viet Nam's partners, consultants, suppliers, service providers; Engage with other organizations on procurement system and practices for learning and sharing.

*This job description covers the main tasks and conveys the spirit of the sort of tasks that are anticipated proactively from staff. Other tasks may be assigned as necessary according to organizational needs.*