



## USAID Counter Trafficking in Persons Project

Hanoi, 7 May, 2024

### RECRUIT

**POSITION:** Grants and Procurement Officer  
**LOCATION:** Hanoi, Vietnam  
**REPORT TO:** Finance & Administration Specialist (F&AS)  
**DEADLINE FOR CV SUBMISSION:** 20 May, 2024

- 1. ORGANIZATION BACKGROUND:** Winrock International is a nonprofit organization dedicated to empowering disadvantaged communities worldwide, fostering economic opportunity, and promoting sustainable natural resource management. By leveraging new ideas and technology, Winrock aims to enhance long-term productivity, equity, and responsible resource management to benefit marginalized populations globally.
- 2. POSITION SUMMARY:** The Grants and Procurement Officer will be responsible for facilitating the grants, procurement and administrative aspects of Winrock International's CTIP project, which included sub-grants to local organizations. The Grants and Procurement Officer will ensure adherence to regulatory requirements and organizational policies, while managing procurement processes, asset inventory, and providing essential administrative support related to the sub-grants. This role requires a detail-oriented individual with strong organizational skills and a commitment to upholding the highest standards of integrity and compliance.

### 3. ESSENTIAL RESPONSIBILITIES:

#### Procurement and Logistics Support:

- Manage and process project procurements in accordance with U.S. government regulations and Winrock policies.
- Coordinate purchase requisitions, requests for quotation documents, evaluation of quotes, preparation of purchase orders, and payment initiation.
- Develop quarterly procurement plans in collaboration with project management.
- Organize staff travel arrangements for domestic trips.
- Maintain organized records of procurement documents and transactions.
- Update procurement and vendor/consultants' contract trackers.
- Assist in drafting contracts for local experts and consultants.
- Coordinate project-related training, workshops, and events.
- Conduct periodic physical inventory counts of project assets.

#### General Administration:

- Prepare the project operations contracts.
- Assist Finance team in preparing monthly vouchers.
- Handle day-to-day office operations, including document delivery and routing, and supplier/service provider meetings.
- Support general office operations and upkeep.
- Perform other duties as assigned.

#### 4. QUALIFICATIONS:

- **Education:** Bachelor's degree or equivalent in management, business administration, or relevant field.
- **Work Experience:**
  - Minimum of four years of experience in Grants and Procurement under USAID or other international donors highly preferred.
  - Experience implementing complex procedures related to program administration preferred.
  - Previous experience with international NGOs and USG-funded projects preferred.

#### 5. SKILLS/KNOWLEDGE:

- Strong team player with excellent interpersonal communication skills.
- Attention to detail and ability to manage multiple tasks simultaneously.
- Proficiency in Microsoft Office Suite (Word, Excel, Outlook, Teams).
- Strong organizational skills.
- Excellent written and spoken English skills.
- Professional fluency in English and Vietnamese required.

#### 6. HOW TO APPLY

Interested candidates with the right qualifications and motivation are invited to send letter of interest, a full CV in English to the following email address: [VietnamJobs@winrock.org](mailto:VietnamJobs@winrock.org) with subject line of “**Your full name\_CTIP Grants and Procurement Officer**” no later than **20 May, 2024**

We would like to thank all applicants for their interest but only candidates who meet requisite criteria and are short listed will be contacted.

Winrock is an equal opportunity employer. We are committed to providing equal employment opportunity for all people and value diversity and inclusiveness. Winrock recruits, employs, trains, promotes and compensates regardless of race, color, religion, sex, gender, gender identity, gender expression, sexual orientation, national origin, ancestry, citizenship, age, physical or mental disability, medical condition, family care status, or any other basis protected by law.

At Winrock we have a clear mission: Empower the disadvantaged, increase economic opportunity and sustain natural resources through unwavering dedication to accountability, equity, innovation, integrity and transformation.

Winrock knows that its success comes from the hard work and steadfast dedication of its diverse workforce. Winrock remains committed to maintaining diversity, inclusion and equity across the entire organization.