

<b>KEY POSITION INFORMATION</b>			
<b>Job Title</b>	Procurement Officer	<b>Hay GL</b>	12
<b>Reports To</b>	Administration Manager		
<b>Department/Group</b>	Administration	<b>Location</b>	Hanoi

### **WORK CONTEXT / BACKGROUND:**

World Vision is a Christian relief and development organisation working to create lasting change in the lives of children, families and communities living in poverty. World Vision serves all people regardless of religion, race, ethnicity or gender. As a child-focused organisation, WV's work focuses on children, ensuring they are protected and their basic needs are met. WVV has a total income of more than USD 20,000,000 (FY14) with funding from 16 support countries in Europe, Asia, the Americas and Australia. WVV employs about 500 staff, of which 99% are Vietnamese nationals.

Area Development Program is a 10-15 year community development program that is an integrated approach to community development, emphasizing the process of community participation, ownership and sustainability, while addressing the macro and micro causes of poverty. WVV's ADPs focus within one administrative district of a province which usually populated by ethnic minority people with very high rates of poverty.

Excerpt from Field Financial Manual (FFM): "By traveling together we will guard against any suspicion, for we are anxious...that no one should find fault with the way we are handing this large gift. God knows we are honest, but I want everyone else to know it too. That is why we made this arrangement, "2 Corinthian 8:20-21 (Living Bible). This actual biblical example illustrates the importance of ensuring integrity and accountability.

WV Vietnam has undergone continuous growth in recent years and along with it more and more funding has been spent in the procurement of ministry materials. Percentage wise, more than 55% of WV Vietnam's total program expenditure is spent on procurement and a further 30% spent in construction activities annually. Starting from FY14 WV Vietnam is mandated to implement the Strategic Sourcing Project, which necessitates a dedicated procurement position for the organisation.

### **Position Description**

To coordinate and monitor implementation of Supply Chain Management (SCM) key focus areas and Regional/Global initiatives in Strategic Sourcing and Supplier Management; analysing and interpreting trends and observations for management action; and engagement with relevant National Office staff and other stakeholders.

To manage the procurement process: developing and executing contractual agreements with suppliers through positive relations with supplier network, effective negotiations and management of contracts.

ROLE DIMENSION / DESCRIPTION	END RESULTS EXPECTED	TIME SPENT
<p><b>i) Strategic Sourcing; Procurement - advisory support and services</b></p> <ul style="list-style-type: none"> <li>▪ Facilitate formulation of the annual procurement plan; provide guidance on the SCM issues and enhance planning for the procurement of goods and services.</li> <li>▪ For procurement of significant value: provide vendors sourcing list, mandatory technical review and negotiate terms with supplier</li> <li>▪ Assist the Administration Manager in coordinating and operating the Central Purchase Committee (CPC) such as checking/verifying quotations, negotiation with supplier, monitoring goods delivery etc..</li> <li>▪ Ensure all supporting documents in compliance of policy and procedures</li> </ul>	<p>Ensure that purchasing process is followed and adhered to WVI procurement standards.</p> <p>Financial risk in purchase is minimized.</p>	60%
<p><b>ii) Manage vendor relations</b></p> <ul style="list-style-type: none"> <li>▪ Maintain the vendor database to keep track of suppliers' particulars, pricing and goods / services information, and their performances. Identify potential suppliers and build up approved suppliers list.</li> <li>▪ Establish relationship with suppliers, keep abreast of what are available from the market and the needs at the offices in the field.</li> <li>▪ Resolve disputes with suppliers.</li> </ul>	<p>Best value for money suppliers are maintained. The terms of purchases (e.g. pricing, quality, time taken for delivery, post sales services, and delivery term) are acceptable and reasonable.</p>	20%
<p><b>iii) Contract management and Procurement policy</b></p> <ul style="list-style-type: none"> <li>▪ Review, update and build up standardised contract terms for the procurement of various goods / services.</li> <li>▪ Develop and refine WV Vietnam's procurement policies and procedures</li> </ul>	<p>Standardized contract terms are prepared. WV Vietnam's procurement policies and procedures developed in the context of Vietnam.</p>	20%

<b>Important Functional Relationships:</b> <i>List below all the contacts required in this position in order to efficiently accomplish the objective of the position.</i>		
<b>Contacts</b>	<b>Reason for Contact</b>	<b>Frequency of Contact (Daily, Weekly, Monthly)</b>
<b>External</b>		
Suppliers & Vendors	Purchasing	Daily
<b>Internal</b>		
Finance Department	Compliance, payments	Daily
OPS + HEA Department	Assist in purchasing resources for emergency relief circumstances and disaster preparedness purpose.	
IT Dept, other key stakeholders	Develop computerized procurement system	Regularly
ADP/Project staff	Consolidating purchasing requirements	Daily

<b>No. of Direct Report:</b>	1	<b>Positions Supervised:</b>	Procurement Assistant
<b>Other Reporting Relationships</b>	N/A		
<b>Financial Authority</b>	N/A		
<b>Annual Total Budget</b>			
<b>Decision Making Authority</b>	In consultation with Administration Manager		

<b>Major Challenges:</b> <i>List below some of the major challenges unique to this role and solutions or approaches to these challenges</i>	
<b>Challenge</b>	<b>Possible Approaches/Solutions</b>
No automated procurement system in place yet	Work closely with Regional Supply Chain staff and request for their support in training/coaching
High exposure to financial temptation and corruption	Be very careful with selection of candidate and put integrity the first priority for recruitment.

<b>Knowledge, Skills, Abilities:</b> <i>The following knowledge, skills, and abilities may be acquired through a combination of formal schooling, self-education, prior experience, or on-the-job training.</i>		
<b>Education</b>	University graduate with a first degree in any discipline	Essential
<b>Knowledge &amp; Skills</b>	Organizing, planning, analyzing and problem solving skills	Essential
	Very good computer skills for analyse data, information consolidation and track measures (excel)	Essential
		Essential
	Understanding of the market trends and supplier network	Essential
	Understanding of non profit organizations	Preferred
<b>Experience</b>	2 years' experience in procurement, including sourcing and purchasing in a similarly large agency in Vietnam context	Essential
	Experience working with individuals and groups	Essential
<b>Work Environment</b>	Sourcing Solutions – for compliance, pay process	
<b>Core Capabilities:</b>	<b>Achieving Capabilities:</b> Achieving quality results and service Practicing accountability and integrity Communicating information effectively	
	<b>Self-Managing Capabilities:</b> Demonstrating Christ-centre life and work Learning for growth and development Maintaining work/life balance and effectiveness	
	<b>Thinking Capabilities:</b> Thinking clearly, deeply and broadly Understanding the Humanitarian Industry Understanding World Vision's mission and operations Practicing innovation and creativity	
	<b>Relational Capabilities:</b> Building collaborative relationships Practicing gender and cultural diversity Influencing individuals and groups	

<b>Prepared by Finance/Admin/IT/Security Director and PnC Director:</b>	Pham Quang Dzung Tran Thu Huyen	<b>Date Prepared:</b>	30 November 2014
<b>Reviewed by Hiring Manager:</b>	Do Thi Thu Nga	<b>Date:</b>	
<b>Accepted and Agreed by Position Holder:</b>		<b>Date:</b>	