



Updated: 09 Aug 16

## TERMS OF REFERENCE

<b>Position Title:</b>	Procurement Officer
<b>Position Description:</b>	The long term Procurement Officer will work closely with the Grant and Procurement Manager and Deputy Program Director - Implementation to obtain the products and services for the stated purposes, at the right time, place and cost; in a manner that balances the overall institutional requirements for economy, transparency and accountability and the needs of line management for flexibility and responsiveness to their particular operational circumstances. The Procurement Officer will also work and cooperate with Procurement team and other functions for sound practice of service and smooth operation and will assist the Grant and Procurement Manager in maintaining, developing, controlling the procurement process. Particular emphasis will be placed on the procurement of event management and workshop/training commercial logistics throughout Vietnam.
<b>Reports to:</b>	Grants and Procurement Manager
<b>Main place of work:</b>	Hanoi, Vietnam

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## BACKGROUND

The USAID Governance for Inclusive Growth (GIG) Program (the Program) aims to assist efforts by the Government of Vietnam (GVN) to achieve sustainable and equitable economic growth by working with the Government of Vietnam, its private sector, and civil society organizations to maintain the momentum in expanding market reforms, institutional modernization, and global integration in trade. The Program strives to ensure that growth reaches all segments of Vietnam’s population by implementing targeted initiatives to address the unique challenges faced by historically disadvantaged and vulnerable groups, as well as to empower women.

The Program has five high-level objectives:

1. Increased trade and investment
2. Enhanced private sector competitiveness
3. Strengthened rule of law and judicial effectiveness
4. More effective public administration and financial management
5. Greater social and economic inclusion for all citizens

The Program is providing technical assistance, training, and other direct support to the GVN, under the lead of the Ministry of Justice (MOJ), and in coordination with other government counterparts – Ministry of Finance (MOF), Ministry of Industry and Trade (MOIT), Ministry of Planning and Investment (MPI), State Audit Office of Vietnam (SAV), and the National Assembly (NA) – to

strengthen policy-making, implementation, oversight, performance management, and other accountability mechanisms. The Program is promoting greater exchange, networking, and sharing of information nationwide among the government, private sector, and civil society organizations, including social organizations, research centers, and universities. Program activities include, but are not be limited to: providing training programs and workshops; data collection and analyses; public awareness forums and communications campaigns; technical assistance particularly in relation to Vietnam's commitments under the Trans-Pacific Partnership (TPP); grants to empower and increase economic participation of women, ethnic minorities, and other vulnerable groups; and facilitation of innovative partnerships with the business community.

The Expected Results (ERs) of the program are:

- ER 1: A clear and transparent legal and regulatory framework (Trade, Legal, and Regulatory Reform);
- ER 2: Improved accountability of public institutions (Governance and Accountability); and
- ER 3: Improved inclusion and expanded opportunities for vulnerable populations (Inclusive Growth).

#### **INDICATIVE RESPONSIBILITIES OF THE POSITION**

- Supply requested materials, goods and service with acceptable cost, quality, and timelines
- Source, evaluate and select vendors. Maintain vendor database and track vendor usage, quality, and responsiveness.
- Place purchase orders, follow up these orders to ensure receiving on time.
- Coordinate closely with GIG Admin officers on event management and workshop logistics.
- Ensure all purchase document is prepared properly and correctly following Chemonics Procurement Handbook
- Conduct frequent vendor evaluation
- Keep on-going relationships with vendors to ensure that the organization receives satisfactory standards of service.
- Ensure to comply with USAID Rules & Regulation for Procurement of Commodities and Services and Chemonics Procurement Policy
- Comply and raise vendor capacity with respect to Chemonics' anti-corruption and bribery policies
- Maintain and manage all program procurement hard and soft files.
- Undertake other duties as assigned by Grants and Procurement Manager and Deputy Program Director – Implementation.
- Reporting/working performance in accordance with the deadline requirement and Chemonics' policies
- Control the cost reduction in procurement process
- Suggest ideas for continuous improvement in procurement

## PLACES OF WORK

Main place of work will be Hanoi, Vietnam. Travel inside the country is expected as required by program activities.

## COST ALLOCATION

The cost of this position will be charged evenly across all three programmatic contract line items (CLINs). Funding is available for the position and will not require an increase to the total contract ceiling.

## QUALIFICATIONS AND KEY COMPETENCIES

The Procurement Officer should have:

- At least five years of relevant experience in Vietnam
- In depth knowledge of and experience with event management/logistics protocols and practices in Vietnam, with particular emphasis on event coordination and venue/hotel/vendor management.
- Ability to work in a professional and cordial manner with fellow staff members, visitors, partner institutions including international and local NGOs, governmental entities, support organizations, and the general public.
- Ability to work independently with minimal supervision, to prioritize multiple work assignments in an extremely fast-paced environment, to meet deadlines, and to exercise good, professional judgment that reflects positively on the image and communicates the established program message of the GIG project.
- Proven integrity and discretion related to sensitive procurement information
- Ability to effectively use computer software including word processing and basic spreadsheet applications.

## EXPERIENCE AND EDUCATION

- **Education Requirements:** Bachelor's degree in a relevant field required.
- **Proven procurement experience:** Familiarity with USAID procurement rules and regulations a desired plus; hotel event management/workshops logistics required.
- **Language Skills:** Fluent written and spoken Vietnamese and strong command of spoken and written English

## HOW TO APPLY

Applications will be reviewed on a rolling basis but this application window will close on COB September 30, 2016. To apply, please submit an expression of interest and CV only to HR@VietnamGIG.com. Other supporting documents are not required until the final round of interview. Please include the position of interest in the subject line email following this format: Application - Name of position – Your full name. Only short-listed candidates will be contacted. No telephone inquiries please.