

**Job Title:** REGIONAL PROCUREMENT OFFICER I  
**Project:** USAID Sustainable Forest Management  
**Reports to:** Procurement Manager  
**Location:** One among 6 provinces under the project or Hanoi (See below)  
**Date:** November 2022

### **DAI Organization and Values**

DAI is a global development company with corporate offices in the United States, the United Kingdom, EU, Nigeria, Pakistan, and Palestine and project operations worldwide. We tackle fundamental social and economic development problems caused by inefficient markets, ineffective governance, and instability. DAI works on the frontlines of global development. Transforming ideas into action—action into impact. We are committed to shaping a more livable world.

DAI and its employees are committed to confronting racism and holding ourselves accountable for positive change within the company and in the communities, cultures, and countries in which we live and work. DAI is committed to attracting and retaining the best employees from all races and backgrounds in our continued effort to become a better development partner.

DAI upholds the highest ethical standards. We are committed to the prevention of sexual exploitation, abuse, and harassment as well as other ethical breaches. All of our positions are therefore subject to stringent vetting and reference checks.

### **Project Background**

The USAID Sustainable Forest Management Project (the Project) will work with the Government of Vietnam (GVN) to reduce carbon emissions associated with deforestation, the degradation of natural forests, and poor plantation management. The Project will implement a “Green Prosperity” approach that strengthens local communities’ ability to protect their natural resource base and reduce emissions while building a strong foundation for sustainable livelihoods and equitable economic growth.

The Project will work in seven provinces (Lao Cai, Son La, Hoa Binh, Thanh Hoa, Nghe An, Quang Tri, Quang Nam) and focus on five objectives:

1. Improve and expand community forest management
2. Increase conservation-friendly enterprises in forest-dependent communities
3. Increase functionality of law enforcement system for forest crimes
4. Improve production forest management practices
5. Mobilize domestic resources for forest management and protection

### **Roles and Responsibilities**

Regional Procurement Officer is a key member of the Procurement Team. He/ She will play a pivotal role in ensuring integrity, fairness, and openness in procurement processes as well as adherence to policies, procedures, and controls. The main responsibility of this position is to conduct the procurement of goods and services for regional offices (3 or 4 provinces, to be defined). The position requires relevant work experience in the field of procurement and contracting across a variety of industry sectors, contract management, dispute resolution, managing interpersonal relationships and communication, and investigating/following up on vendor issues. The position requires knowledge of the Federal Acquisition Regulations (FAR). The Regional Procurement Officer will be responsible for gathering complete procurement-related backup documentation and auditing prior to submission to Finance Team. He/ She will develop and release solicitations, and conduct price/cost/reasonability analyses, as well as perform any other related duties as assigned.

The Regional Procurement Officer will be responsible for key tasks below:

#### *Audit*

- Prepare complete backup documentation for procurement purchases & submit to project's Finance Team
- Conduct daily reviews of procurement related backup documentation to ensure completeness, accuracy, and compliance
- Perform regular spot audits of procurement files
- Assist and collaborate in external or internal audits as necessary

#### *Policies & Procedures*

- Ensure integrity, compliance, fairness, accuracy, and openness in procurement processes
- Ensure adequate competition is achieved, as per DAI policies and procedures
- Ensure DAI/USAID and FAR policies, and procedures are followed and enforced
- Help other project staff become more familiar, and understand, the DAI policies and procedures as related to procurement

#### *Procurement Management Systems*

- Enforce use of DAI's operations & procurement system (TAMIS), etc
- Maintain electronic procurement records & files in various DAI's system platforms
- Help DAI staff understand the use of procurement systems as necessary

#### *General Acquisition & Procurement Responsibilities*

- Solicit bids and quotes from vendors in adherence with policies & approved requisitions and quarterly procurement plans
- Monitor, track and expedite all project procurement activities and delivery status of goods/services
- Gather current pricing information independently
- Conduct price/cost/reasonability analyses
- Help non-procurement staff understand the requirements for submitting accurate and thorough requisitions, cost estimates, statements of work, or to determine other technical specifications
- Determine source selection methods for complex procurement to ensure compliance
- Assist project staff in coordinating meetings, facilitating discussions, and developing briefings in support of the source selection process
- Prepare cost evaluation data, and source selection documentation
- Ensure procurements are approved by the required DAI authorities, and/or client approvals are received, before awards are made
- Through market research efforts, identify and qualify potential suppliers (and products/services). Ensure that beneficial, ethical and open supplier relationships are created and maintained according to procurement policies
- Maintain procurement file system in DAI's procurement system (TAMIS)
- Work closely with various home office support staff
- Carry out other duties and responsibilities as directed by line manager

#### **Qualifications**

- Bachelor's degree in Business Administration or related field
- 5+ years of relevant experience and progressive responsibility in procurement at the mid-level of an organization
- Experience working in a procurement role for USAID funded projects is preferred
- Accuracy in working with large amounts of data
- Ability to respond effectively to time sensitive demands & inquiries
- Proficiency using Microsoft office suite, and other relevant software
- Demonstrated strong problem-solving skills as well as exceptional customer relations (both internally & externally); provide sound business judgment and contractual oversight

- Excellent organizational skills with a willingness to take initiative and be proactive in the procurement process
- Ability to manage and prioritize multiple concurrent bids
- Excellent communications and personnel management skills and ability to relate to people at all levels of an organization and of different multi-cultural backgrounds
- Extremely well organized and self-directed individual with sound technical skills, and analytical ability
- Fluency in English is required

### **How to apply and requested documents**

Interested candidates are requested to submit:

- A CV in English
- A cover letter in English indicating why you are suitable for this position
- Scanned copy of related degrees

via email to our recruitment email at [VietnamSFM@dai.com](mailto:VietnamSFM@dai.com) . Please quote the position title in the subject line: **“Regional Procurement Officer\_Candidate’s full name”**

Deadline for application: 5.00 p.m. (Hanoi time), November 11, 2022

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**To learn more about DAI, please visit our website: <https://www.dai.com/>**

*DAI is an equal opportunity/affirmative action employer with a commitment to diversity. DAI does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, parental status, veteran status, or other non-merit factor.*