

JOB DESCRIPTION

Position Title:	Procurement and Contract Manager
Direct reports to:	Finance Director
Directly supervises:	Procurement Coordinator, Contract Coordinator
Duration:	Dec 2024 – June 2026
Location:	Hanoi City, Vietnam

I. Background

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

To ensure the effective management and control of WWF-Viet Nam and Greater Mekong (GM Hub) finances through the identification and management of financial and operational risk and through timely and accurate financial planning, budgeting, accounting and reporting, including compliance with Swiss GAAP requirements. To provide strategic advice/support to the WWF-Viet Nam Country Management Team (CMT).

Leads the financial accounting and reporting activities for the office and sets the policies and procedures for the finance-related operational processes to ensure an adequate financial control environment.

Ensures strong governance, control, oversight and stewardship are in place to enable risk management and mitigation. Manages the finance and operations aspects of general accounting function.

III. Major Functions:

Under the direct supervision of the Finance Director, The Procurement and Contract Manager will oversee the procurement and contract management functions for WWF Vietnam Programme, ensuring compliance with local policies, donor requirements, and international best practices. This position is responsible for supervising a team involved in the full procurement cycle, from sourcing and supplier evaluation to contract preparation and management. The manager will work closely with various internal teams to ensure procurement and contract management processes are efficient, transparent, and align with the organization's strategic goals.

IV. Major Duties and Responsibilities:

The Procurement and Contract Manager key roles and responsibilities include but are not limited to the following:

1. Procurement Oversight:

- Provide direct management for Procurement team to ensure procurement activities are fully compliant with donor regulations, legal requirements, and internal policies.
- Responsible for reviewing/endorsing and/or approving all procurements within delegated authority.
- Regularly review the international procurement process to ensure WWF-VN's regulations align with international policies, promote open competition, and provide equal opportunities to all suppliers, while upholding integrity, accountability, and transparency

2. Contract Management Oversight

- Provide direct management for contract team to ensure contracting activities are effective, fully compliant with donor regulations, legal requirements, and internal policies
- Oversee the preparation, negotiation, and management of contracts with external suppliers, consultants, and service providers, including amendments, renewals, extensions, and terminations, ensuring terms are clear, fair, and aligned with organizational needs
- Directly join and/or lead the contract negotiation process as required.
- Directly review/ approve contracts within delegated authority
- Act as the primary liaison for WWF Vietnam, coordinating with the International Legal Team on all contract matters
- Develop and maintain standardized contract templates for the most convenience use of WWF Vietnam
- Develop and regular review contract review process
- Act as Contract management champion of WWF Vietnam to regularly update contract related policies and guidance from International and local law to ensure full compliance of contract activities.
- Responsible for providing necessary information and collaboration with System Management Officer in the process of developing Contract management system

3. Reporting and auditing

- Responsible for regular update procurement and contract management issue to Finance Director, highlighting key achievements, challenges, and areas for improvement.
- Identify all potential risks associated with procurement and contracting activities and timely report to Finance Director with mitigations plan
- Maintain accurate and organized records of procurement processes, contracts, and supporting documentation for audit purposes.
- Ensure effective justification for donor requests and audits, providing clear and well-documented rationale
- Collaborate with relevant functions to resolve any procurement and/ or contract disputes or issues that may arise.
- Implement and oversee procurement audits, spot checks, and assessments to ensure compliance with both internal and donor requirements.

4. Team Leadership and Capacity Building:

- Lead, manage, and develop the procurement and contract management team, ensuring high performance, professional growth, and adherence to best practices.

- Directly deliver regular training for contract management team to ensure an effective contract support
- Ensure appropriate training to staffs and stakeholders on procurement policies, procedures, and compliance requirements.
- Perform regular visit to field office for monitoring and training purpose
- Monitor team performance, provide feedback, and conduct regular performance appraisals.

V. Profile:

Required Qualifications

- A University degree, preferably in one or more of the following disciplines: business administration, management or business law, Procurement and Supply Chain Management,. Master's degree or Professional Certification in relevant field will be an added advantage;
- Good knowledge of MS Office package and office management systems;
- Proven experience in Procurement / Contract management or other related relevant role

Required Skills and Competencies

- At least 5 years working experience in procurement/purchasing and supply chain related position, among which at least 3 years experience in contract negotiation and management, preferably in a not-for-profit organization;
- Knowledge of Procurement rules and regulations of USIAD, UN, EU, Germany Government 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;
- Proficiency in English;
- Good computer skills: spreadsheets, word processing, MS Excel, Macro.
- Identifies and aligns with the core values of the WWF organization: Courage, Collaboration, Respect & Integrity;
- Adheres to WWF's brand values: Knowledgeable, Optimistic, Determined and Engaging;
- Demonstrates WWF behaviours in ways of working: strive for impact, listen deeply, collaborate openly and innovate fearlessly.

VI. Working Relationships:

Internal: Interact on a regular basis with Procurement and Contract management team, Project Finance and relevant project/function focal points,.

External: Interacts with suppliers, consultants and field offices as required in fulfilment of duties.

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.