

JOB DESCRIPTION

Job Title : Senior Procurement and Administration Officer
Project : Vietnam Action Against Plastic Pollution (VnAAPP) project funded by USAID
Reports to : Operations and Finance Director
Location : Hanoi City, Vietnam

BACKGROUND

The "Vietnam Action Against Plastic Pollution" Project (VnAAPP) is a USAID funded 5-year activity designed to reduce ocean plastic pollution at its source in Vietnam by convening stakeholders' power, promoting the creation and implementation of data-driven policies, enhancing knowledge and sharing learning, promoting appropriately scaled technology and solutions, and providing technical expertise and building capacity of local governments to manage waste at its source and prevent plastic pollution in our oceans. Three main objectives of the Project are (i) supporting the development and implementation of sub-national level Integrated Solid Waste Management Plans (ISWM); (ii) supporting scalable, demonstrated Single Used- Plastics-Products (SUP) reduction measures; and (iii) supporting multi-stakeholder actions for Extended Producer Responsibility (EPR), throughout working in close collaboration with the Ministry of National Resources and Environment (MONRE) and Pollution Control Department (PCD) as its project owner.

Chemonics is an equal-opportunity employer.

JOB PURPOSE

The Senior Procurement and Administration Officer is responsible for the procurement and administration activities at VnAAPP project aligned with the prescribed standards of Chemonics and the Project and reports to the Operations and Finance Directors.

KEY TASKS/RESPONSIBILITIES

Under the supervision of the Operations and Finance Director, the Senior Procurement and Administration Officer will be responsible for the following tasks but not be limited to

Procurement

- Conducting market research to keep abreast of market developments, researching and analyzing statistical data and market reports on the world commodity situation, production patterns and availability of good and services.
- Evaluates, and selects vendors in collaboration with Evaluation team members. Maintains a vendor database and tracks vendor usage, quality, and responsiveness.
- Identifies new technologies, and products/services, evaluating and recommending potential supply sources and participates in the incorporation of research results into the various procurement documents/platforms.

- Conducts procurement processes including preparing and reviewing RFPs and RFQs, conducting bid analysis and evaluations, preparing final evaluation summary and other supporting documentation, preparing vendor contracts, and reviewing contracts' deliverables against purchase orders and confirm the accuracy and acceptance of delivered goods and supplies.
- Ensures acceptable cost, quality, and timelines are established with vendors.
- Provides input related to monthly projection for monthly wire transfer request from Home Office.
- Keep records of approved PO; POM, BPA, and all supporting documents in a systematic filing. Keep an up-to-date log of outgoing PO; POM and BPO released to accounting. Ensure all contracts are liquidated per agreed timeline.
- Ensure that all work is done in compliance with USAID rules & regulations on Procurement, Chemonics' business code of ethics and Chemonics's Procurement policies and procedures.

Administration:

- Coordinates closely with Project teams on event management, workshop logistics and post-event clearance documentations.
- Assist project staff on regular logistical and administrative needs, including:
 - Coordinate travel arrangements, ticket reservations, and hotel bookings.
 - Welcome guests and manage logistics for in-house meetings.
- Assist with management of office supplies/equipment, including:
 - Responsible for keeping an up-to-date record/inventory of project equipment assigned to staff, and responsible for managing the signing-out of office equipment.
 - Conduct annual physical counts of all non-expendable equipment in the project office together with the relevant assignee.
 - Responsible for keeping an up-to-date record/inventory of expendable office supplies, and responsible for managing the signing-out of office supplies by project staff.
 - Handle the maintenance of equipment (copier, LCD projector etc.)
- Manage Visa and/or Work Permit Exemption process for expatriate.
- Welcome guests
- Manage petty cash funds. Prepare and get approvals before actual payments from petty cash funds.
- Perform any other task as assigned by the Operations and Finance Director.

QUALIFICATIONS

- University degree in business administration, public administration, commerce or a related field is required
- Minimum of seven years of experience in procurement, contract management, administration, and logistics support or related area is required.
- Demonstrated knowledge and extensive experience with USAID rules and regulations on Procurement preferred.
- Experience in international donor-funded projects is a plus.

- Excellent written and oral communication skills.
- Strong attention to detail and a commitment to high integrity.
- Fluency in English.
- Strong commitment to Chemonics values including integrity.
- Ability to foster and demonstrate a workplace inclusive of creating opportunity, serving others, and building trust, innovation, and exceeding expectations.

APPLICATION PROCESS

- The closing date for applications is **February 5, 2025**.
- Apply here:
 - To apply, please combine your CV and a one-page cover letter (briefly outlining your qualifications and motivation for applying) into a single PDF file and submit it via the email address: **Vnaapp-recruitment@chemonics.com**.
 - Selection will be performed on a rolling basis and interested candidates are encouraged to apply as soon as possible.
 - Only shortlisted candidates will be contacted to participate in the written entrance test. Interviews will be scheduled exclusively for those who successfully pass the written entrance test.
 - Please refrain from making phone calls or visiting in person