



## USAID Counter Trafficking in Persons Project

Hanoi, 20 January 2025

### RECRUIT

**POSITION:** Grants and Procurement Officer  
**LOCATION:** Hanoi, Vietnam  
**REPORT TO:** Finance & Administration Specialist (F&A Specialist)  
**DEADLINE FOR CV SUBMISSION:** 14 February 2025

- 1. ORGANIZATION BACKGROUND:** Winrock International is a nonprofit organization dedicated to empowering disadvantaged communities worldwide, fostering economic opportunity, and promoting sustainable natural resource management. By leveraging new ideas and technology, Winrock aims to enhance long-term productivity, equity, and responsible resource management to benefit marginalized populations globally.
- 2. POSITION SUMMARY:** The Grants and Procurement Officer will be responsible for facilitating the grants, procurement and administrative aspects of Winrock International's Vietnam CTIP project, which includes sub-grants to local organizations. The Grants and Procurement Officer will ensure adherence to regulatory requirements and organizational policies, while managing procurement processes, asset inventory, and providing essential administrative support related to the sub-grants. This role requires a detail-oriented individual with strong organizational skills and a commitment to upholding the highest standards of integrity and compliance.
- 3. ESSENTIAL RESPONSIBILITIES:**  
**Procurement Management:**
  - Exercise primary responsibility for procurement of goods and services for project activities in accordance with Winrock policies, including coordination of purchase requisitions, requests for quotation documents, evaluation of quotes and selection of qualified vendors.
  - Review and prepare all purchase order/contracts (for product and/or service) to ensure quality standards are met, prior to submitting for review and approval as required by Winrock procedures and local Law.
  - Ensure proper liquidation and timely payments for all the purchase order/contracts related to the procurement of all products and services.
  - Develop a procurement plan for each fiscal year and update it on a quarterly basis in collaboration with project management.
  - Develop and Update procurement and vendor/consultants' contract trackers.
  - Maintain organized records of procurement documents and transactions.

- Ensure proper and timely uploading of completed documents to the Official Project Filing system.
- Be responsible for procurement of Individual consultancy Services for project activities including preparation of job adverts, post advertisements, arrangement of interview, collecting salary history and preparing consultancy contracts for approval, follow up with technical staff and consultant(s) to implement the contract(s), Consolidate supporting documents to submit to for payment.
- Manage the inventory list. Ensure the list is maintained and updated regularly and included in monthly reporting package to submit to regional office. Conduct periodic physical inventory counts of project assets, ensure the annual inventory check conducted and uploaded to WI's system on time.

#### **Grants Management:**

- Under the direction of the Chief of Party (COP), F&A Specialist and guidance from HO, ensure full compliance with all applicable USAID and WI policies, practices and procedures in place for the Vietnam CTIP Project, including grant solicitation and selection procedures, grant awards, grant implementation, grant monitoring and evaluation and grant close-outs.
- Lead the process of preparation of grant solicitation, including coordinating with Technical staff and/or other involved parties if applicable to develop a Grant Solicitation Plan
- Coordinate technical and financial review process for all subgrant applicants under the Project.
- Prepare documentation for grant evaluation and approvals.
- Prepare grant agreements to ensure adherence to established grants management policies and best practices and ensure diligent follow-up on grant reports.
- Support the COP and F&A Specialist to ensure proper negotiation of the terms and conditions for selected grants, as well as review and analyze budget estimates for allocability, reasonableness, and consistency.
- Assist the COP, F&A Specialist, and Technical staff in charge to track grantee progress as per workplan. Identify and communicate where activities are behind schedule on a timely basis.
- Coordinate with technical staff to monitor grantees to ensure they implement and administer grants according to grant agreement, especially ensuring grant's progress and technical reports.
- Update the Grants Manual per the latest WI regulations, when required.

#### **General Administration and logistic support**

- Conduct surveys to select qualified vendors/suppliers to sign cooperate/long term contracts (Hotel services, stationery, express mail, designing services, etc.) to ensure having best quality, services and prices and saving time and administrative procedures. Review all contracts before submitting them to F&A Specialist for review and COP for approval.
- Coordinate project-related training, workshops, meetings and events.
- Handle day-to-day office operations, including document delivery and routing, and supplier/service provider meetings.

- Support general office operations and upkeep.
- Carry out other tasks that may be required by the COP and F&A Specialist from time to time to ensure the smooth running of the project office.

#### 4. QUALIFICATIONS:

- **Education:** Bachelor's degree or equivalent in management, business administration, or relevant field.
- **Work Experience:**
  - Minimum of four years of experience in Grants and Procurement under USAID or other international donors highly preferred.
  - Experience implementing complex procedures related to program administration preferred.
  - Previous experience with international NGOs and USG-funded projects preferred.

#### 5. SKILLS/KNOWLEDGE:

- Strong team player with excellent interpersonal communication skills.
- Attention to detail and ability to manage multiple tasks simultaneously.
- Proficiency in Microsoft Office Suite (Word, Excel, Outlook, Teams).
- Strong organizational skills.
- Excellent written and spoken English skills.
- Professional fluency in English and Vietnamese required.

#### 6. HOW TO APPLY

Interested candidates with the right qualifications and motivation are invited to send letter of interest, a full CV in English to the following email address: [vctipprocurement@winrock.org](mailto:vctipprocurement@winrock.org) with subject line of “**Your full name\_CTIP Grants and Procurement Officer**” no later than **14 February 2025**

We would like to thank all applicants for their interest but only candidates who meet the requisite criteria and are short-listed will be contacted.

Winrock is an equal opportunity employer. We are committed to providing equal employment opportunity for all people and value diversity and inclusiveness. Winrock recruits, employs, trains, promotes and compensates regardless of race, color, religion, sex, gender, gender identity, gender expression, sexual orientation, national origin, ancestry, citizenship, age, physical or mental disability, medical condition, family care status, or any other basis protected by law.

At Winrock we have a clear mission: Empower the disadvantaged, increase economic opportunity and sustain natural resources through unwavering dedication to accountability, equity, innovation, integrity and transformation.

Winrock knows that its success comes from the hard work and steadfast dedication of its diverse workforce. Winrock remains committed to maintaining diversity, inclusion and equity across the entire organization.