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JOB DESCRIPTION

Position title: Admin & Procurement Officer, WWF-Vietnam
Reports to: Admin Manager
Supervise: N/A
Location: Ha Noi
Date: August 2019

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>

II. Major Functions:

The Admin & Procurement Officer is responsible for the efficient coordination, management and operations of administrative and procurement functions for WWF-Vietnam. The Officer will be well versed with general administration and procurement guidelines. The Officer will also be responsible for building the capacity of WWF-Vietnam staff as well as its partners and suppliers to ensure they adhere to WWF-Vietnam procurement policies and regulations.

III. Major Duties and Responsibilities:

Administration:

- Coordinate office activities and operations to secure efficiency and compliance to organization policies.
- Organize logistics for meetings/workshops related to programme implementation.
- Carry out periodical physical inventory counts and fixed asset verification.
- Ensure prudent management, maintenance and safety of office equipment and other programme assets.
- Ensure records and database of fixed assets of all WWF-Vietnam offices are kept up-to-date
- Track stocks of office supplies and place orders when necessary.
- Timely submit admin-related reports as assigned.
- Ensure that all WWF-Vietnam based vehicles are managed in strict compliance to WWF regulations.
- Support HR unit to ensure that all WWF Vietnam offices comply with WWF health & safety standards
- Perform any other additional duties and activities upon instruction.

Procurement:

- Ensure timely process of office supplies requisitions, canvassing, soliciting of bids and obtaining quotations, preparing purchase orders, and facilitating actual purchase in compliance with WWF procurement policies (including reasonable lead time for ordering and delivering of goods/services); Ensure that the purchase of goods and non-consultancy services are appropriate in terms of quality and fair market price.
- Ensure social development for conservation policies are adhered-to in procurement.
- Responsible for due diligence checks (supplier references, site visits, historical data, anti-terrorism compliance) for authorized suppliers and contracted Suppliers.
- Prepare and coordinate all calls for proposal when required; and manage the entire tendering and contract monitoring processes for goods and non-consultancy services,
- Create and maintains database of frequent suppliers of goods & non-consultancy services to include information on pricing, conditions of offer, payment conditions and schedules.
- Create & maintain PR/PO registration worksheet to efficiently monitor all Purchase Requisition/Purchase Orders issued
- Assist in preparing bidding documents for procurement of goods and non-consultancy services in accordance with WWF procurement policies.
- Check the arrival of goods and validate their conformity with original specifications, purchase orders and distribution demands.
- Liaise with suppliers during contract period in case of issues or problems.

- Conduct annual market survey of regular office supplies to ensure that WWF could purchase them at the most competitive price.
- Promptly inform admin manager of any areas of concern of potential or suspected violations of policies and procedures.
- In supporting WWF Vietnam's partners during project implementation, prepare all procurement related documentation for goods/non-consultancy services such as calls for proposal, contracts and follow up on payments, if required
- Support Admin Manager during the budgeting process and completing payment procedures
- Monitor administration and procurement records to ensure that each procurement request is fully and clearly documented according to WWF-Vietnam policies.
- Prepare periodical analysis of purchase request/purchase order tracking report for Hanoi and all field offices when required to ensure that all procurement is carried out efficiently and in a timely manner.

IV. Profile:

Required qualifications

- Bachelor degree in Business Administration, Law and/or Procurement and Supply Chain Management. Diploma in any other relevant field will be an added advantage.
- Excellent knowledge of MS Office and office management systems.
- Proven experience as an office administrator, procurement assistant/officer or other related relevant role.
- Familiarity with office management procedures and basic accounting principles

Required skills and Competencies

- At least 3 years' experience working in office administration, logistics and procurement in an INGO.
- Outstanding communication and interpersonal abilities.
- Excellent organizational skills, trustworthy, attention to details & high sense of confidentiality
- Ability to work under pressure to pursue multiple tasks simultaneously to successful conclusions.
- Management ability to lead, motivate and develop staff.
- Demonstrate high level of integrity.
- Fluency in written and spoken English;
- Demonstrate WWF behaviours in ways of working: strive for impact, listen deeply, collaborate openly and innovate fearlessly;
- Adhere to WWF's values, which are: Knowledgeable, Optimistic, Determined and Engaging;

V. Working Relationships:

Internal: Work closely with Finance and HR teams. Interact closely with admin teams of WWF Vietnam's field offices. Engage with and support WWF Viet Nam staff.

External: Interact regularly with government agencies, partners, consultants, suppliers, service providers. Engage with other organizations on administration systems and practices for learning and sharing

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.

Prepared by Supervisor:

Date:

Accepted by Staff member:

Date: