



## JOB DESCRIPTION

Position title : Procurement Officer  
Reports to : HR, Admin and IT Manager  
Technical Report to : N/A  
Supervises : Admin Assistant, Intern if any.  
Location : Phnom Penh with travel to Mondul Kiri and Kratie Province  
Date : May 2019

### Position Summary:

To provide overall Procurement and Logistics support to WWF-CAMBODIA offices for its operation smoothly. Build strong relationships with government agencies and other organizations, suppliers in order to attain the objectives of WWF-CAMBODIA and support field office for centralization services.

### I. Major Duties:

#### Procurement

- Coordinate with Project, Program Manager to submit annual procurement plan and quarterly update.
- Control and implement the standard procurement policies and procedures for Consultant, Goods and Services;
- Manage long-term supplier, prepare consultant contracts to ensure all standard clauses are included and all supporting document are sufficiency.
- Ensure all procurement paid within the agreed timeline and before project closure.
- Manage procurement tracker and maintain procurement request and procurement order control log register.
- Prepare quarterly procurement analysis and submit to manager
- Coordinate all procurement bidding process, procurement committee
- Maintain vendor relationships and record in the database
- Develop as checklist to support landscape manager for ensure compliance
- Provide procurement process training, orientation to landscape and focal person.
- Coordinate with Landscape manager to provide procurement training to partner or sub-grantee if appropriate on donor procurement rules and regulation.
- Visiting sub grant partner for procurement assessment
- Ensure all Tax and Withholding tax policies are implemented with supplier and ensure Landscape Manager have budget to cover these
- Prepare and report the monthly admin and procurement cost;
- Planning for annual administration and procurement budget and monitoring the expenditure following the approved budget plan.
- Ensure all asset are register to inventory list before distribute to each user
- Perform Bridge check prior to procurement order for all suppliers

### II. Required Qualifications and Experiences:

- Bachelor's Degree in Business Administration, Organisation Development (or equivalent)
- At least 3 years' experience in procurement, administration in an international organisation
- Good knowledge of administration process of visa, office licence, etc.
- Demonstrated strong problem solving and effective decision making ability
- Strong time management skills and ability to undertake multiple tasks
- Strong knowledge of MS Office (Microsoft Excel and Microsoft Word)
- Good communication skills (both written and spoken) in English and Khmer
- Demonstrated flexible approach and ability to work under pressure and manage workload to meet deadlines.
- Previous experience in accounting would be an advantage but not essential.
- Working with people from diverse backgrounds multi-cultural environment
- Experience in supervising a range of staff undertaking administrative duties
- Communications and negotiation
- Good Teamwork, Interpersonal skills, Critical thinking, Organizing skills.
- Demonstrates WWF behaviours in ways of working: strive for impact, listen deeply, collaborate openly and innovate fearlessly
- Adheres to WWF's values : Knowledgeable, Optimistic, Determined and Engaging.

#### **Working Relationships:**

- **Internal** – WWF GMPO: Interact on a regular basis with Conservation Programme Manager, Landscape Manager, Project Technical Advisors, Project staff, finance staff and Project Managers of similar projects in other GMP Country Programs. Engage with and support WWF Cambodia staff.
- **External** – Interact with donors, Government Agencies at the central, Provincial, District, and Commune levels, as well as NGO partners, Communities, and other stakeholders.

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.