



## JOB DESCRIPTION

**Position title:** Procurement Officer, WWF-Laos

**Reports to:** Finance & Administration Manager, WWF-Laos

**Supervises:** Not applicable.

**Grade (IPE scores):** B1, IPE-49

**Location:** Vientiane Capital, Lao PDR

**Effective Date:** 01 July 2019

### WWF-Laos

P.O. Box. 7871  
House no. 39, unit 05  
Saylom village,  
Chanthabouly district,  
Vientiane, Lao PDR  
Tel: +856 21 216 080  
Fax: +856 21 251 883  
E-mail: [wwf-laos@wwf.org.la](mailto:wwf-laos@wwf.org.la)  
Website: [www.wwf.org.la](http://www.wwf.org.la)

### I. Background

**WWF-Laos is part of the WWF Greater Mekong, which works on environmental issues across Cambodia, Myanmar, Thailand and Vietnam.** WWF-Laos established its presence in Laos starting in 2001 and in partnership with the government, has been implementing several projects in the areas of conservation of wildlife and natural resources; improvement of livelihoods/income generation and other relevant activities contributing to sustainable management of natural resources.

### II. Major Functions

The Procurement Officer is responsible for the management, administration, and supervision of the organization's acquisition programs. He/she is in charge of contracting services and manage the purchase of supplies, equipment, materials and all other procurement requirements of the whole office programme activities. And strategically guides relevant team members, ensuring that applicable procurement and related financial policies are followed and expenses are cost-effective.

### III. Major Duties and Responsibilities

- Builds positive relationships with external suppliers and negotiates favourable deals;
- Ensures stakeholders within the organization receive cost-effective quality goods and services on timely manner;
- Champions the programme office mission of achieving targeted outcomes, process efficiencies, and cost reduction goals;
- Helps develop and create policies to make procurement relevant staffs comply with WWF's ethical standards, applicable policies and procedures and applicable local laws - e.g. prevent any conflicts of interest or improper supplier and customer relationships;
- Promptly informs Line Manager or any of the CMT members any areas of concerns or suspected violations of all WWF's applicable policies and procedures, ethical standards, local laws as well as donors requirements, if any;
- Provides clear direction and motivation to relevant staffs to accomplish fiscal goals;
- Ensures purchasing activities are on track to reach important financial objectives and cost-saving targets;



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- Evaluates suppliers before making purchasing decisions – e.g. visiting supplier's location and examining their products, as well as interviewing the decision makers on the supplier's team to learn why their product is the best choice (especially for potential trusted suppliers);
- Acts as the main negotiator for purchasing contracts;
- Performs cost - benefit analysis to make sure prices are reasonable before approving or endorsing vendor proposals to purchase requestor;
- Prepares procurement related documents in line with the WWF's applicable policies and procedures as well as donor requirements, if any – e.g. RFQ, Purchase Order, Tender Documents;
- Works out the logistical details with a supplier once a purchase has been made – e.g. setting delivery amounts and a timeframe for delivery;
- Spearheads the process of locating new supplier sources - e.g. attends trade shows and networking meetings to make profitable connections with future suppliers;
- Ensures that proactive two-way communication stays strong between a supplier and the organization;
- Monitor and evaluates contractual arrangements to make sure that suppliers are complying with effective agreed upon terms and conditions;
- Maintains and review purchasing, shipping, and receiving records – e.g. PR, PO, RFQ, GRN, Tenders;
- Initiates the change process where strategic change in the supplier relationship is necessary;
- Maintains suppliers data base and registers;
- Maintains Trusted Suppliers files up to date;
- Conduct regular annual market survey and match against existing Trusted Suppliers prices to ensure best buy value of money;
- Performs due diligence checks to ensure compliance with WWF's applicable policies and donor requirements for final fund beneficiaries/payees – e.g. anti-terrorism, social policies, ethical stands compliance;
- Maintains systematic filing of suppliers and procurement related documents both hard and soft files;
- Where necessary, establish organizational structure and staffing in the procurement unit to include recruitment, training, supervision, and evaluation in coordination with the HR Department;
- Assists the F&A and PMs on budgeting exercises;
- Prepare periodical procurement activity analytical reports;
- Perform all other function or tasks assigned as may be necessary to achieve departmental goals especially during peak reporting season and meeting tight deadlines.

#### **IV. Profile**

##### **Required Qualifications**

- Bachelor's degree in Procurement and Supply Chain Management, Business Administration, Business Law, Accounting and Finance or equivalent degrees.
- Proficient in the English language both reading, listening and oral and written communication.
- Advance or excellent proficiency in MS Office and Office Management Systems.



- 5 years of practical experience in procurement and/or supply chain management or similar relevant fields.

### Required Skills

- Strategic procurement skills – to provide enterprise-wide sourcing of the highest quality goods and services with the lowest cost.
- Strong financial acumen – uses budgeting skills, sound and practical financial management and accounting principles to successfully run departmental and projects purchasing requirements.
- People management – motivates relevant staffs and use performance management skills on a daily basis to guarantee departmental and project objectives are delivered.
- Excellent leadership ability – provides strong leadership to relevant team-members / staffs to ensure that established policies and procedures are followed.
- Contracting skills – to draft and carefully review high value contracts to guarantee compliance with applicable policies and procedures, donor requirements, local laws as well as ethical practices.
- Communication skills – strong interpersonal skills to successfully work with a wide variety of stakeholders.
- Writing skills (English) – to write effective reports, letters, and other purchasing documents in English language.
- Ability to work well under pressure – to respond effectively to pressure and stress at work.
- **WWF's behaviors required:**
  1. **STRIVE FOR IMPACT:** *«I am results driven. Everything I do, the way I think, plan and implement is driven by a relentless search for impact.»*
  2. **LISTEN DEEPLY:** *«I go beyond my point of view and strive to see the bigger picture from different perspectives. I stay curious and listen deeply to what others have to say.»*
  3. **COLLABORATE OPENLY:** *«I'm a global citizen working for a living planet. I am constantly thinking of how with others, together, we can be more impactful. I work across boundaries, openly ask for help and share what I know, both internally and externally.»*
  4. **INNOVATE FEARLESSLY:** *«I take risks to find better solutions. I measure progress and learn from mistakes. I share both success & failures. I encourage others to do the same.»*

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### V. Working Relationships:

- **Internal** – WWF Network: Interact on a regular basis with WWF-Laos Country Office staff colleagues and to all WWF Network Offices throughout the world as may be necessary to achieve desired objectives.
- **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.

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