



JOB DESCRIPTION

Position:	Operations / Procurement Officer
Reports to (Supervisors):	Operations manager/ Director
Location:	Goroka, Papua New Guinea
Country Program:	WCS Papua New Guinea Program, Melanesia region
Position Type:	Full-Time
Expected travel:	If/when needed to field offices or other location

Organization Background:

The Wildlife Conservation Society (WCS) is a US non-profit, tax-exempt, private organization established in 1895 that saves wildlife and wild places by understanding critical issues, crafting science-based solutions, and taking conservation actions that benefit nature and humanity. With more than a century of experience, long-term commitments in dozens of landscapes, presence in more than 60 nations, and experience helping to establish over 150 protected areas across the globe, WCS has amassed the biological knowledge, cultural understanding and partnerships to ensure that vibrant, wild places and wildlife thrive alongside local communities. Working with local communities and organizations, that knowledge is applied to address species, habitat and ecosystem management issues critical to improving the quality of life of poor rural people whose livelihoods depend on the direct utilization of natural resources.

WCS Papua New Guinea Overview:

WCS is the longest established international non-government conservation organisation within Papua New Guinea (PNG). At key and representative landscapes and seascapes, from the country's coral islands to its forested highlands. WCS works with local communities and provincial, national and international partners, to sustainably manage and conserve the biodiversity and cultural values of Papua New Guinea's wildlife and wild places. WCS PNG vision is "Gutpela sindaun, gutpela bus, gutpela solwara" ("Empowered people with healthy forests and seas").

Job Summary:

The main purpose of the position is to acquire goods, works and services on time by ensuring the following: Right specifications, Right quantity, Right quality, Right supplier, Right cost, Right location, and Right time. This position also responsible for procurement planning, strategic sourcing and establish sustainable procurement process ensuring compliance with WCS and donor procurement policy and contribute to the overall implementation of office operations with in line with WCS policies and procedures.

This Job Description is progressive in nature and shall be reviewed and amended from time to time to meet the current program needs.

Major Responsibilities:

Procurement system and process improvement

- Review and contextualize WCS procurement Policy/Guideline
- Standardize form/format
- Support to Finalise - procurement procedure /process map and orientation to staff
- Manage vendor roster, maintain good relationship and provide orientation
- Prepare annual procurement plan for all WCS PNG offices
- Establish centralized/ bulk purchase system
- Purchase request management- Proper record of purchase requisition (PR) register table
- Selection of the annual preferred supplier and long term service contract with preferred suppliers

- Establish and manage purchase order system
- Facilitate and manage for credit supplier
- Establish and implement standard procedure for selecting a consultant

Procurement management

- Identify, specify and analyse need of procurement
- Establish standard sourcing methods and supplier selection
- Place orders and issue contracts
- Ensure procurement of the goods, services and work on time ensuring compliance with WCS and donor procurement policy
- Receive and inspect goods ,works and services (GWS)
- Distribute order-tracking and expediting reports to internal users

Procurement monitoring and quality

- Manage and update procurement tracker
- Monitor supplier market intelligence and price trends
- Monitor delivery of Goods, Works and Services (GWS)
- Produce reconciliation report of purchase vs distribution
- Monitor and facilitate the supplier payment process in coordination with finance department
- Track procurement saving
- Issue monthly procurement reports (Plan vs actual report)
- Ensure emergency procurement process in place

Minimum Requirements:

Education/Credentials

- Minimum Bachelor Degree in Business Management / Supply Chain management OR; Bachelor Degree in any disciplines with minimal 5 years of professional working experience in procurement and supply chain

Experience

- Minimum 3 years of experience in procurement and its related disciplines. Exposure to non-profit sector (NGO, International organisations) is an added advantage
- Experience in marketing , working with suppliers and supply chain
- Experience in the most current technologies and products used in the industry.

Critical Knowledge, Skills and Abilities

- Able to develop application to assists business requirement
- Good analytical and problem solving skills
- Good knowledge of written and spoken English
- Strong interpersonal skills and emotional intelligence
- Being a self-starter with drives and initiative and able to work as a team/individual with a positive attitude and open minded
- Excellent organizational and leadership skills
- Excellent communication and high confidence level
- Considerate and deliberate in dealing with people and manage conflict
- Ability to work with less supervision and under pressure
- Excellent multi-tasking, organized and follow-up skills,
- Demonstrated work experience providing customer service.

Application process

Please send a CV and letter of interest to wcspng@wcs.org with the subject line: **Application for Operations / Procurement Officer**. Application accepted until **20 July 2022**. Only short-listed candidates will be contacted for interviews.