

ATTACHMENT 1 – TERMS OF REFERENCE

The Wildlife Conservation Society

WCS Cambodia Program

Name : TBD
Title : Procurement Officer
Project : Operation (CORE)
Location : WCS Phnom Penh Office based
Reports to : Grant and Donor Compliance Manager

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Purpose of Position:

This position will support on all procurement in office operation and field office. The Procurement Officer will work closely with Grant and Donor Compliance Manager in order to strengthen Procurement work ensure the compliance with donor policy and provide comprehensive support to WCS Cambodia Program and staff.

Outputs and Deliverable:

- Control and perform all procurement activities, goods and services in compliance with WCS and donor procurement policies.
- Facilitate all procurement bidding process, procurement committee in the selection of appropriate suppliers and contractors, to promote good procurement practice in regard to sustainability, ethical purchasing standards.
- Keep and maintain all procurements contracts and agreements in both soft and hard documents
- Coordinate with Project, Program Manager to submit annual procurement plan and implementation and quarterly update.
- Manage procurement tracker and maintain procurement request and procurement order control log register.
- Develop list of contract and agreement and update regularly on every quarter. Recommend for renewal of contract as necessary.
- Ensure all procurement paid within the agreed timeline and before project closure
- Coordinate with Administration officer on goods delivery to project staff and conduct fixed asset register and physical count semi-annual and annual,
- Manage long-term supplier, to ensure all standard clauses are included and all supporting document are sufficiency.
- Ensure all asset are register to inventory list before distribute to each user
- Provide quick and smooth procurement support especially in emergencies
- Provide procurement process training, orientation to project team and focal person.
- Coordinate with project team to provide procurement training to partner or sub-grantee if appropriate on donor procurement rules and regulation.
- Ensure quality standards are met through administration of purchasing complaints and resolutions provided
- Ensure all Tax and Withholding tax policies are implemented with supplier and ensure project have budget to cover these
- Perform check prior to procurement order for all suppliers
- Maintain vendor relationships and record in the database
- Prepare quarterly procurement analysis and submit to manager
- Conduct other duties as required by manager.

As well any and all other work assignments, duties, and/or functions as WCS or its management may designate or instruct in the course of its operation, which may include assignments, duties, and/or functions that vary from the above.

Required Qualifications and Experiences:

- Bachelor's Degree in Business Administration or equivalent
- At least 2 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 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 WCS behaviours in ways of working: strive for impact, listen deeply, collaborate openly and innovate fearlessly
- Adheres to WCS values: Knowledgeable, Optimistic, Determined and Engaging