

The Wildlife Conservation Society

WCS Cambodia Program

TERMS OF REFERENCE

Title	:	Keo Seima Procurement Officer (PO)
Project	:	Keo Seima REDD+ Project
Location	:	Based in Senmonorom Town, Mondulkiri Province
Reports to	:	Keo Seima Operation Manager

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BACKGROUND:

The Wildlife Conservation Society (WCS) is a US non-profit, tax-exempt, private organization established in 1895 and based in New York, that saves wildlife and wild places by understanding critical issues, crafting science-based solutions, and taking conservation actions that benefit nature and humanity. Keo Seima Wildlife Sanctuary (KSWs) consists of more than 300,000 ha of lowland and hill semi-evergreen and deciduous forest. It supports globally significant primate and bird populations. Nearly 30,000 people live on the edge of or inside the protected area, many of them ethnic Bunong. Following the loss of forest to the south and west, KSWs is now located on a deforestation frontier. The protected area has been a REDD+ project for ten years, generating and selling a significant volume of carbon credits. The challenge now is to prevent deforestation and maintain the integrity of KSWs in the face of mounting threats. The Keo Seima 2021 Strategy has been developed to achieve this goal, by motivating and inspiring government, local communities, and civil society to value and protect KSWs.

The Procurement Officer will support all procurement activities for Keo Seima REDD+ Project in Mondulkiri Province. The Procurement Officer will work closely with **Senior Procurement Officer** in order to strengthen Procurement work, ensure the compliance with procurement guideline and provide comprehensive support to WCS Cambodia Project Site.

Job Responsibilities:

- Support staff in preparing purchasing requests according to the WCS's procurement policy.
- Searching suppliers and comparing competing suppliers, ensuring all purchased products and materials meet specifications.
- Prepares Purchase orders by verifying specifications price at the lowest cost with best quality.
- Evaluating supply options and negotiating contracts and costs with vendors
- Ensure quality standards are met through administration of purchasing complaints and resolutions provided.
- Ensure procurement solicitation documents Request for Quotes, and Purchase Orders, and negotiate for assigned procurements.
- Create pre-qualified list of suppliers are available and updated.
- Tracking and recording orders, shipments, inventory, and reports.
- Proper documentation of all purchase orders and purchase requisitions and report to Senior Procurement officer.
- Coordinate with finance team and other teams for smooth process of procurement.
- Coordinate with senior procurement officer about all procurement activities, goods, and services in compliance with WCS and donor procurement guidelines.
- Coordinate with senior procurement officer to provide procurement training to staff on WCS procurement policy and donor guideline.
- Coordinate with senior procurement officer to ensure all procurement files are properly documented for internal and external audits as appropriate.
- Assist other tasks assigned by supervisor if any.

Position Requirements:

- Bachelor's degree in business administration or related fields.
- At least 3 years' experience in procurement tasks.
- Good knowledge of MS Office (Word, PowerPoint, Outlook, and Excel).
- Good knowledge of purchasing strategies and negotiation.
- Good communication skills (both written and spoken) in English and Khmer.
- Must be honest and reliable.
- Working with people from diverse backgrounds multi-cultural environment.
- Good teamwork, Interpersonal skills, Critical thinking, Organizing skills.
- Demonstrates WCS behaviors in ways of working: strive for impact, listen deeply, collaborate openly, and innovate fearlessly.