



JOB DESCRIPTION

JOB TITLE: Procurement Officer (PO)	
LINE MANAGER: Senior Procurement Officer (SPO)	GRADE: C
BUDGET RESPONSIBILITY: Up to \$5,000	WORK LOCATION: Phnom Penh Office
TEAM: Program Support	
INTRODUCTION: <p>CARE is an international development organisation fighting global poverty with a special focus on working with women and girls to bring sustainable changes to their communities.</p> <p>CARE aims to tackle the underlying causes of poverty and social injustice and to bring lasting change to the lives of poor and vulnerable people.</p> <p>Founded in 1945, today CARE works in over 90 countries around the globe. CARE has been working with Cambodians since 1973, with an office in Phnom Penh since 1991.</p> <p>Today, CARE focuses on empowering particularly marginalised and vulnerable women in Cambodia, including urban women who are marginalised by occupation, rural women who are denied multiple rights, and women and girls from ethnic minorities.</p>	
PURPOSE OF THE POSITION: <p>The Procurement Officer (PO) is responsible to provide procurement (goods and services) support to country office to implement project activities, including the preparation of contracts in line with CARE Procurement Policies and Procedure. The PO will comply with CARE International Country Office Logistics and Administration Manual (COLAM) and provide the support to the field offices on procurement function.</p> <p>This position is based in Phnom Penh Office.</p>	
MAIN RESPONSIBILITIES	
COMPLIANCE – CARE INTERNATIONAL (CI) PROCUREMENT AND ALL DONOR POLICIES AND PROCEDURES <ul style="list-style-type: none">• Manage and coordinate the procurement processes and procedures for country office and comply with the Country Office Logistics and Administrative Management (COLAM); CARE International and other donor procurement policies and procedures;• Comply with Cambodia Tax Law; and• Ensure a Bridger Check for anti-terrorism is completed for each supplier.• Assist the Senior Procurement Officer (SPO) to maintain the approved vendor list and keep it updating.• Work closely with SPO and the program team to update the procurement plan.• Assist the senior procurement officer to update and produce the tracking report	
PROCUREMENT PROCESS <ul style="list-style-type: none">• Work closely with SPO to update and maintain the approved vendor list for the whole country office including consultancy database.• Develop quarterly work plans that are aligned with the annual project work plans and budget in order to meet the project activity deadlines;	



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- Assist SPO to coordinate with budget holders to produce the annual procurement plans and to update it regularly.
- Manage all procurement processes for goods and services for the country office and the field offices and ensure the compliance of the procurement process with COLAM.
- Ensure that all procurement processes are meeting the turn-around time as indicated and Identify procurement gap and address it to SPO.
- Ensure the quality of all goods and service contracts upon receipt and address any potential issues arising from the process prior to making payments to the supplier;
- Negotiate supplier agreement and ensure standard clauses are included in all supplier contracts;
- Coordinate the setup of the standing procurement committee;
- Ensure systematic filing system for documents in sequential order and all files are placed in a secure place (to avoid unauthorised access of documents).
- Maintain and update the procurement tracking report on regular basis and produce the pattern analysis report on procurement process against turn-around time and address it to SPO.
- Work closely with SPO to cope the upcoming development of procurement system.
- Assist with the audit process, including preparation for audits, liaising with auditors during their audit fieldwork, following up on audit queries, and implementing audit recommendations as agreed by CARE management;
- Participate in weekly stand-up meeting to update the procurement activities;

VENDOR

- Identify new authorized and required suppliers and update the supplier database;
- Monitor suppliers performance on a regular basis and report to the SPO any inconsistencies; and
- Maintain positive vendor relationships.

TRAINING AND TOOLS

- Maintain tools such as checklist to support staff; and
- Provide procurement process training to new staff

OTHER RESPONSIBILITIES

- To proactively participate in the APPA process including the annual appraisal, midyear review and regular 1:1 meetings, ensuring that the APPA process (including the paperwork) is an integral component of Annual Work Plans and activities;
- Engage in emergency preparedness, assist in emergency response as required;
- Promote a safe and secure work environment; foster a culture of safety and security awareness and consistently follow all CARE safety and security policies, procedures and directives;
- Demonstrate an understanding of gender equality and women's empowerment and a commitment to CARE's approach and values including ethnic diversity and cultural sensitivity;
- Uphold and promote CARE's commitment to Child Protection and the Protection from Sexual Harassment, Exploitation and Abuse; and
- Comply with CARE Cambodia's Financial, Human Resources and Operational requirements, foster strong communication between operations and programs teams and uphold high standards of honesty and integrity in personal conduct.

EXPERIENCE AND QUALIFICATIONS

- Minimum associate diploma in Business Administration and/or minimum 2 years relevant work experience, preferably in administration and/or procurement and logistics with an International Non-Governmental Organisation (INGO);



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- Demonstrated ability to ensure the implementation of detailed procurement transactions;
- Demonstrated experience to follow standard policies, procedures and processes;
- Demonstrated good leadership, interpersonal, negotiation and analytical skills, sound judgment, planning, decision making and problem solving;
- Demonstrated organisational and time management skills, working in a team and the ability to work under pressure and to organise and manage workload to meet deadlines;
- Demonstrated characteristics in honesty, reliability and integrity;
- A willingness to learn about CARE, gender equality and women's empowerment activities;
- Good oral communication and writing in both Khmer and English language; and
- Good in Microsoft Office with knowledge in Microsoft Word and Excel (spreadsheet and formulas) and intermediate numeric skills.

APPROVED BY:

Date:

Signature:

ACCEPTED BY:

Date:

Signature: