

JOB DESCRIPTION

Position title: Project Procurement and Contract Officer, Saving Threatened Wildlife Project
Report to: Project Finance Manager, Saving Threatened Wildlife Project
Technical report to Procurement Coordinator, WWF Viet Nam
Location: Hanoi, Viet Nam
Date: October 2022

I. Background

WWF was one of the first International non-government organizations working in Vietnam. In 1985, WWF began working on a national conservation strategy and since then has worked closely with the Vietnamese Government on a diverse range of environment issues and implemented field activities across the country. Find out more at <http://vietnam.panda.org/>.

WWF recognizes that its employees are its most important asset. A competent workforce, thoroughly trained, properly motivated, and bound together by mutual trust and common objectives is crucial to the success of WWF.

The Saving Threatened Wildlife project aims to increase Vietnam leadership in countering wildlife trafficking through enhancing the commitment of Government of Vietnam (GVN) leaders at the national and provincial level and reducing demand and consumption of illegal wildlife products. To realise this, USAID has identified the following key objectives: 1) Engage and develop political and local champions to address CWT; 2) Strengthen law enforcement; and 3) Reduce consumer demand. The project is supported by USAID and will be implemented from July 2021 to June 2026.

II. Major Functions:

Under the direct supervision of the Project Finance Manager and technical supervision of the Procurement Coordinator, the position will be responsible for the efficient coordination, management, and operations of procurement and contract monitoring for the project to comply with all the requirements of WWF and USAID policies and regulations.

IV. Major Duties and Responsibilities:

The Project Officer's key roles and responsibilities include but are not limited to the following:

1. Procurement Planning and Reporting

- Support the project technical leads to prepare and monitor the annual procurement plan of the project.
- Ensure specific procurement related reports are submitted when required by WWF management or donors.
- Support the compilation of data and information as required by auditors.
- Identify and promptly inform direct supervisor of any areas of concern of potential or suspected violations of Procurement policies and procedures.

2. Procurement process coordination

- Ensure effective facilitation of all bidding process for procurement packages as requested by Procurement policy includes (but not limited to):
- Prepare, publish and distribute procurement opportunities;
- Issue bidding documents to potential applicants;
- Propose and confirm the members of Evaluation Panels in consultation with the requesting unit;
- Coordinate the receiving and opening of tender documents;
- Prepare an evaluation report by compiling assessment of all Evaluation Panel members;
- Prepare and issue rejection, debriefing, award notification letters as required;
- Contract preparation and monitoring.

- Maintain and safeguard procurement documents and records related to procurement process.
 - Coordinate and participate in procurement activities in line with WWF and USAID procurement policies and regulations.
 - Work closely with the technical teams to provide proper support from procurement perspective in drafting TOR, bidding document, tender evaluation, to ensure compliance of procurement decisions.
 - Ensure due diligence is performed on participating bidders.
 - Join working team to develop and update online procurement tracking system and vendor lists of suppliers and consultants.
- 3. Contract monitoring**
- Ensure a database of contracts, deliverables and deadlines is maintained and monitored
 - Advise technical managers when deliverables and/or deadlines are due and monitor status of delivery
 - Prepare amendments to contract terms as required
- 4. Other**
- Responsible for building the capacity of project staff to ensure compliance to WWF and USAID procurement policies and regulations.
 - Perform other duties as required by direct supervisor.

V. Profile:

Required Qualifications and Experience

- A Bachelor degree in Finance, Accounting or Business Administration
- Qualified Accounting Professional (CPA, ACCA) would be an advantage
- A minimum of three years' experience in finance, administration, procurement in a multi-cultural environment.

Required Skills and Competencies

- Excellent interpersonal and communications skills are required to work in an organisation with a wide range of staff from difference cultures and functions;
- Excellent team player, diplomatic, and an aptitude for solving problems in a logical, constructive way;
- The position demands flexibility, initiative, attention to detail, strong organisational skills;
- Excellent proficiency in English.
- Excellent computer skills: ERP accounting software, spreadsheets, graphs, word processing, MS Excel, Macro. Knowledge of Oracle Financials would be a strong advantage;
- Identifies and aligns with the core values of the WWF organization: Courage, Collaboration, Respect & Integrity;
- Demonstrates WWF behaviours in ways of working: strive for impact, listen deeply, collaborate openly and innovate fearlessly

VI. Working Relationships:

- **Internal** - All staff within WWF Vietnam, GM Hub, Finance staff at WWF International and Country Offices.
- **External** - Auditors and field offices in Vietnam.

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.