Job Description

<table>
<thead>
<tr>
<th>Position Title</th>
<th>Procurement Officer (PO) (Basic monthly salary range from USD527-USD645 plus benefits)</th>
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</thead>
<tbody>
<tr>
<td>Programme/Unit</td>
<td>Operations Department</td>
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<td>Reporting to</td>
<td>Procurement Coordinator</td>
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<tr>
<td>Type of Contract &amp; Duration</td>
<td>Full-time employment under one year fixed term contract (renewable)</td>
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<tr>
<td>Duty Station</td>
<td>Phnom Penh Office, Cambodia</td>
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<tr>
<td>Starting Date</td>
<td>As soon as possible</td>
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1. Background:
Transparency International Cambodia (TI Cambodia) is a fully accredited National Chapter of Transparency International Secretariat based in Berlin, Germany. With more than 100 Chapters worldwide, we work together with all relevant stakeholders including the government, civil society organisations (CSOs), development partners (DPs), private sector, media and individuals to promote integrity and reduce corruption.

TI Cambodia has successfully implemented its 1st Strategic Plan 2012-2015 and 2nd Strategic Plan 2016-2019. In preparation for the effective execution of next Strategic Plan 2020-2022, Phase III “Collective Actions Against Corruption (CA2C)”.

2. Overall Goals of the Position:

Ensure that TI Cambodia’s practices adhere to professional Procurement standards, whilst being in compliance with TI Cambodia’s internal policies.

3. Objectives:
- Provide support in the management of procurement aspects, including purchasing goods, services and travel arrangements; and
- Provide support in the management and update of safeguarding of organization’s fixed asset.

4. Overall Responsibilities
- Assist all procurement activities relating to request for quotation/proposals, sealed bids, and price quotes;
- Review requisitions for completeness and accuracy;
- Prepare overseas travel arrangements for staff (flight booking, confirmation, cancelation, visa processing and any other necessary supporting documents);
- Receive, open, screen, and date stamps bid responses/quotations, mail as required and organize bids for review by the committee;
- Circulate quotes, bids and proposals for evaluation and prepare vendor/bidder selection reports for the procurement committee;
Coordinate with the selected bidder to ensure completion of administrative processes, including contract award notice and ensuring that contract documents are distributed accordingly;  
Coordinate with requestors and make sure of the right materials needed;  
Find out the sample of material (specifications) to be purchased if necessary;  
Provide purchased materials to the responsible receiving staff and do all actions for completing the process;  
Maintain appropriate records to ensure that procurement process, decision and contractual agreement are accurately documented for accountability, transparency and audit purposes.  
Assistant in coordinating meeting/workshop venues, use of organization’s vehicles and office telephone, etc;  
Coordinate and obtain necessary visas, documents and travel arrangements for staff;  
Record and maintain all of TI Cambodia’s fixed assets; and  
Perform other related duties as assigned by Procurement Coordinator or Senior Management Team.

5. Knowledge, experience and skills  
Bachelor’s Degree in Business Administration, Management, Finance, Procurement, Logistics Management or a relevant field is an advantage;  
2-3 years of experience in procurement;  
Experience and knowledge of oversea travel arrangements (flight booking, confirmation and cancelation, visa processing) is highly desirable;  
Good working knowledge of MS Office application (Word, Excel, PowerPoint), email and able to easily navigate the Internet;  
Good communication skills in English both in writing and speaking, and the ability to translate from English into Khmer, and Khmer into English;  
Good interpersonal and public relations skills, including the ability to build and maintain relationships with people from diverse backgrounds;  
Able to uphold and respect procurement ethics and to conduct activities with integrity, respecting good governance and anti-corruption;  
A team player who demonstrates patience, flexibility and honesty;  
Be willing and able to meet tight deadlines and work long hours when required; and  
A self-starter, who is able to plan and manage his/her own work, take initiative and strive to meet deadlines.