

TERMS OF REFERENCE (ToR)
The Wildlife Conservation Society
WCS Cambodia Program

Title : Keo Seima Procurement Officer (PO)
Project : Operations
Location : Based in Senmonorom town, Monduliri Province
Reports to : Senior Procurement Officer

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Purpose of Position:

This position will support on all procurement activities for Keo Seima Project activities and operations in **Monduliri Province**. The Keo Seima 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 Description:

The functions of the Purchase officer be will be as follows:

- Receive Purchasing Request Form from staff
- Search and compare the quotations from supplier; Prepares Purchase orders by verifying specifications price.
- 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
- Verifies receipt of items by comparing items received to items ordered; resolves shipments in error with suppliers.
- Ensure that any invoices and procurement document are sent to accounts for payment

- Create pre-qualified list of suppliers are available and updated,
- File all purchase orders and purchase requisitions in the correct order
- Taking part in the procurement committee
- Produce and maintain procurement reports to Senior Procurement officer

- Coordinate with senior procurement officer about all procurement activities, goods and services in compliance with WCS and donor procurement guideline.
- Coordinate with senior procurement officer to provide procurement training to staff on WCS procurement policy and donor guideline
- Coordinate with senior procurement officer, work with suppliers to determine best value and quality for WCS.
- Coordinate with senior procurement officer, how to preparing all procurement files as requested by external audits as appropriate.
- Assist other tasks assigned by supervisor, if any

Job Requirements:

- Bachelor's Degree in Business Administration or related fields
- At least 2 years' experience in procurement task
- Good knowledge of MS Office (Word, PowerPoint, Outlook, and Excel)
- 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
- 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