**Administration and Supply Chain Management Officer**

**Soukouma District, Champhasack Province**

**World Vision is a global community of millions, working together for one purpose: to change the lives of vulnerable children.**

***Our vision for every child, life in all its fullness.***

**Are you a motivated professional who wants to make a difference in Lao PDR?**

The Administration and Supply Chain Management (SCM) Coordinator role expects to provide overall admin and logistic support for BASIN Project ensuring seamless business continuity of the operations and improve cost benefit through effective Supply Chain and ensure timely delivery of goods and services to support ministry needs ensuring WVI partnership GSCM policies and various Donor regulations. This position will work with all internal and external stakeholders in project location and Province and National Office.

**Major Responsibilities:**

**Procurement & Distribution**

1. Prepare Annual Procurement Plan in alignment with the project budget with full & complete details for every financial year
2. Coordinate the procurement process of goods and services of the project, ensuring 100% compliance with donor guidelines and WVI partnership SCM policy.
3. Follow Procurement Polices and guidelines in Supplier Award decisions under the applicable threshold.
4. Receive incoming Purchase Requisitions (Pending Buyer Action), verify specifications are clear, conduct sourcing event if required items are not already on contract, update the PR with actual supplier record and release PR for approval in ProVision.
5. Ensure the goods and services are delivered to user in time according to the procurement plan and ensuring lead time.
6. Collect quotations for purchase of goods/services for the project and organize meetings of sub-purchase committee for selection of vendors through strategic sourcing.
7. Advise on the RFP/RFQ process for spot buys as required
8. Prepare summary report of supplier bid responses for Procurement Committee award decision meetings
9. Release POs to suppliers for spot buys and assigned categories.
10. Manage PO Change requests coordinating with Requesters, Budget Owners and Suppliers
11. Consolidates all required documentation for presentation to Finance for timely supplier payment for materials and services delivered.
12. Maintain and update procurement database and make it accessible to Finance team and Auditor (PR, Quotations, PO, Bidding, PO, and Contract)
13. Work with Logistics to ensure safe delivery and receipt of ordered materials
14. Supervise the proper handling of logistics and transportation of goods and services to field office
15. Assist all suppliers/vendors are screened through BPS
16. Drawing the attention of his/her manager to any disparities in terms of price and quantity in order to resolve or approve them
17. Preparing service agreements and having them approved per the approved Level of Authority (LOA)
18. Monitor and complete contract close-out, renewal or retender, as appropriate for the assigned commodities.

**Administrative/Logistic Support**

1. Provide logistic support for all project activities including consultancy, meetings, training and car arrangements
2. Record and maintenance of all assets, ensuring their safety by renewing vehicle insurance and AMCs periodically before its expiry.
3. Maintenance of office building rent and utilities (electricity, water, janitorial functions etc.,) and renew office rental agreement before its expiry.
4. Maintenance of vehicles and logbooks daily and monitor the mileage of each vehicle every month.
5. Maintenance and record of all assets and Insurance Portal for Global Insurance/fleet/real estate purpose.
6. Provide logistic support to organize meetings and retreats for grant project staffs.
7. Mitigating possible risks by ensuring safety and security to leased out building and assets owned by the organization.
8. Coordinate the logistics of project assessments and activities
9. Process claims in case of any incident.
10. Manage all asset handover as per the project MOU at the end of the project period
11. Act as a liaison coordinator between the field staff, technical coordinators and project manager related to Supply chain and Administration tasks.

**Supply Chain Reporting & communication**

* 1. Track and analyze procurement performance and savings against established target levels
	2. Supervise the Sourcing events Filed Offices and Assistance work relating to sourcing.
	3. Manage purchase orders and saving tracking report.
	4. Maintain and update strategic sourcing contract, supplier database, and price catalogue at the provincial office for AP, Grant/PNS projects.
	5. Address potential procurement risks and mitigation
	6. Analyze supplier performance based on customer feedback information & other sources and coordinate with supplier for improvement.

**KNOWLEDGE/QUALIFICATIONS FOR THE ROLE**

* Minimum of 2 years work experience in purchasing or procurement
* Minimum of 2 years work experiences in grants procurements and general administration services
* Bachelor degree in Administration, or relevant field.
* Certification on Supply Chain Management or Procurement would be an added advantage
* Project management, negotiation and risk management
* Contract Management, Relationship management and Analytical skills
* Responsive, Flexibility and adaptability.
* Excellent communication and relationship building skills with an ability to prioritize, negotiate, and work with a variety of internal and external stakeholders
* Highly organized, proactive and efficient self-management skills
* Excellent oral and written communication skills in English and Lao

**Travel and/or Work Environment**

As required by the project implementation.

In good physical condition to travel to districts and reach remote villages.

**Language Requirements**

English/Lao

**Decision Making**

Decisions to be made according to the Level of Authority (LOA) in consultation with the immediate supervisor.

**Encouragement**

World Vision is committed to the principles of workplace diversity. Qualified women and people with disabilities are encouraged to apply.

World Vision offers a competitive salary and comprehensive benefits package. We offer a challenging work environment, opportunities to lead, and a commitment to growing your skills in a fulfilling and international working environment.

**Application**

Interested candidates are invited to submit a **COVER LETTER** and **CV** to the link below. Please indicate the **POSITION TITLE.** Deadline for application is **June 22,2025,** however applicants are **encouraged to apply early** as applications will be reviewed on an ongoing basis and the position will close early if a suitable candidate is found.

**Women are strongly encouraged to apply.**

**Please submit your application to this link:**

[**https://worldvision.wd1.myworkdayjobs.com/WorldVisionInternational/job/Soukhoumma-ADP-Laos/Supply-Chain-Management-and-Administrative-Officer\_JR42801**](https://worldvision.wd1.myworkdayjobs.com/WorldVisionInternational/job/Soukhoumma-ADP-Laos/Supply-Chain-Management-and-Administrative-Officer_JR42801)

**Code of Conduct**

World Vision has zero tolerance of incidents of violence or abuse against children and other people in the communities we serve, either committed by our staff or others connected to our work. We abhor any misuse of power, status, or trusted position for any sexual or other exploitative purposes. All World Vision’s employees are required to adhered to and promote World Vision shared responsibility and obligation to report matters involving Sexual Exploitation & Abuse, Trafficking in Persons, Child Safeguarding and any suggested violation to our Code of Conduct which may involve Conflicts of Interest, Fraud, Corruption or Harassment.

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