



## JOB DESCRIPTION AND QUALIFICATIONS

Job Title : Procurement Officer  
Unit : Corporate Affairs Division  
Reporting to : Director of Corporate Affairs  
Supervising : Procurement Assistant

### Broad Statement of Function

- A. Planning and managing the successful procurement activities of the AHA Centre in line with the Procurement and Financial Rules and Regulations of the AHA Centre and standard practices.
- B. Manage efficient and compliant execution of all tendering activities in accordance with the AHA Centre's procurement standards and regulations and standard practices.
- C. Develop and maintain AHA Centre's list of suppliers including maintaining good relationships with them.
- D. Undertake identified assignments as tasked by the Director of Corporate Affairs Division the AHA Centre or his/her designated staff.

### Primary Responsibilities

- A. Planning and managing the successful procurement activities of the AHA Centre in line with the Procurement and Financial Rules and Regulations of the AHA Centre and standard practices.
  - Prepare plans for the purchase of equipment, services and supplies;
  - Manage procurement requests/authorization processes;
  - Manage the procurement process through positive relations with supplier network, effective negotiations and management of contracts;
  - Follow and enforce AHA Centre's procurement standards and regulations;
  - Review, compare, analyze and approve products and services to be purchased;
  - Negotiate pricing and payment terms;
  - Manage inventories and maintain accurate purchase and pricing records;
  - Manage quality assurance procedures in conformity with donor requirements;
  - Coordinate and provide administrative support on requests for procurement;
  - Continuing updating the procurement rules where appropriate.
- B. Manage efficient and compliant execution of all tendering activities in accordance with the AHA Centre's procurement standards and regulations and also considering standard practices.
  - Manage the tenders process from the pre-qualification stage through to the final bid submission, award of contract and engagement close out;
  - Collate and ensure proper documentation within the tendering and contract process;
  - Coordinate the preparation and submission of Request for Proposals (RFPs) and other tender documents that are responsive to programme/project requirements and in compliance with AHA Centre's objectives which should be completed in a timely manner;



- Serve primarily as the secretary to the Tenders and Evaluation committees and serves as a panellist where requested;
- Liaise with suppliers during the whole procurement process - invitation to tender, communication during bids preparations, announcing tender results, conducting negotiations, preparing contracts, coordination of goods delivery, final payments and final evaluation of the cooperation;
- Prepare regular status reports on ongoing tendering and evaluation activities undertaken by the AHA Centre;
- Conduct an in-depth analysis of all bids received in response to each Tender, Proposal and Quotation to identify the response that best meets the needs of the programmes/projects and is consistent with the terms and conditions of the AHA Centre's procurement policy;
- Ensures timely, systematic and proper archiving of tender documentation.

**C. Develop and maintain AHA Centre's list of vendors and suppliers including maintaining good relationships with them**

- Identify potential suppliers for all kind of purchases on local, national and international levels;
- Maintain good supplier relations and negotiate contracts;
- Maintain and update supplier information such as qualifications, delivery times, product ranges;
- Research and evaluate prospective suppliers;
- Ensure transparent selection of suppliers by equal treatment of all potential suppliers using proper procurement procedures and close communication about non-transparent behavior of suppliers with Director of Corporate Affairs;
- Maintains the database of suppliers, including the black list of suppliers.

**D. Carry out any other duties as tasked by the Director of Corporate Affairs.**

**Job Qualification**

**Education**

- Bachelor's degree, preferably Master's degree, in one or more of the following disciplines: business, finance, economics or relevant subject.

**Experience**

- At least five (5) years of experience in procurement planning, product selection, negotiating prices and terms of payment, competitive bid document formulation, bid review, contract formulation and logistics management;
- Knowledge and preferably prior experience with procurement requirements / procedures used by multi-lateral or bilateral donor agencies;
- Experience working in disaster management area and emergency response operations in an international organization and/or private sector;
- Knowledge of, and experience in using, inventory management systems and procedures.



## Competency Profile

### *Core competency*

- **Job knowledge and technical skills:** Ability to respond to specific technical questions relating to the job;
- **Teamwork:** Ability to build trust and respect among fellow team members and contribute to the resolution of workplace conflict;
- **Communications and interpersonal skills:** Ability to express thoughts clearly, accurately and succinctly in verbal and in writing to different audiences, and ability to relate well with others and to maintain relations with cordiality and diplomacy;
- **Organizational awareness:** Ability to align thinking and actions to organizational values;
- **Flexibility and adaptability:** Ability to respond positively to change and new organizational practices, structures, procedures and technology;
- **Planning and organizing:** Ability to establish a coherent course of action to achieve goals, ability to translate plans into actions, organize work, monitor & review outcomes, and communicate the results clearly both orally and in writing;
- **Effective problem solving and decision making skills:** Ability to use sound judgment and initiative, develop options and achieve outcomes;
- **Personal credibility:** Has high regards for self-discipline, good attendance record, respect punctuality and set example to others, shows consistency in words and actions;
- **Ability to work in a multi-cultural setting:** Ability to interact effectively with people from different cultures.

### *Technical Competency*

- Sound knowledge in vendor sourcing practices (researching, evaluating and liaising with vendors);
- Understanding of supply chain procedures;
- Solid analytical skills, with the ability to create financial reports and conduct cost analyses;
- Negotiation skills;
- Good command of oral and written English;
- Good communication skills;
- Good relationship management skills;
- Very strong computer skills particularly in Excel and other Microsoft Office programs.

The AHA Centre urgently invites the best, most-talented and highly-motivated individuals from ASEAN Member States to apply for this position.

You may apply by sending your application to [human.resources@ahacentre.org](mailto:human.resources@ahacentre.org), highlighting your suitability and potential contribution to the position together with a detailed CV, certified true copies of educational certificates obtained, and completed **the AHA Centre Employment Application Form**, which can be downloaded at [ahacentre.org/job/](http://ahacentre.org/job/)

Please ensure that the total size of your email including attachments is no more than 5 MB.



Please indicate the name of the position that you are applying for on the subject of your email. Incomplete applications will not be considered.

*The Selection Panel's decision is final and only shortlisted candidates will be notified.*

For more information on AHA Centre, please visit [www.ahacentre.org](http://www.ahacentre.org).

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