JOB ANNOUNCEMENT

Position: Administration and Procurement Officer (1 position)
Unit: Support
Reporting to: Admin and Human Resource Manager
Hiring: 1 Position
Starting Date: 1st November 2023
Schedule: Full Time (Monday-Friday)
Salary: Negotiation

Main responsibilities, Tasks and Activities:

△ Procurement:
- Develop, update, and monitor the STT procurement plan in close collaboration with the STT managers.
- Determine the procurement methods for works, goods, and services to be used based on the size of the procurement packages.
- Manage and procure the whole process of STT’s procurements.
- Establish and maintain a filling and documentation system for procurement implementation by the STT.
- Assist in procurement by seeking quotations.
- Follow up on any materials lent by staff but not yet returned, and report to the manager.
- Ensuring that invoices received reconciliation to purchase orders and creating and matching receipts to purchase orders.
- Liaise with internal and external stakeholders to ensure smooth operations of admin and procurement.
- Monitor and update relevant stakeholders regarding price fluctuations of goods and vendor pricing etc.,

△ Administration:
- Ensure asset and inventory are effectively managed and controlled.
- Assist and work with auditor on the audit of Fix Assets
- Assist in the management of office premises to ensure an efficient, safe, and secure environment and facilities for all users.
- Processed purchase orders to acquire goods/services.
- Ensure assets such as office building, fixture and furniture, equipment, vehicles etc., are well-secured and well-maintained.
- Other tasks will be assigned by Admin/HR Manager

Experience and Qualifications:
- At least two years of work experience relating to Procurement and administration, or other related fields.
- Additional professional training in procurement and logistics management preferred.
- Demonstrated experience in procurement operations and others for rule and regulations, project administration and follow-up and contract management.
- Ability to use computer Ms. Office and Excel
- Ability to speak, write and understand English.
- Willingness to travel to the field office occasionally.

How to Apply:
Interested and qualified candidates are required to submit a cover letter and resume (CV) via e-mail to recruitment@teangtnaut.org or to STT’s address provided below by October 17, 2023. Applications that do not indicate the position being applied for will not be considered. Only shortlisted candidates will be contacted for an interview.