



JOB ANNOUNCEMENT

Position	: Administration and Procurement Officer (1 position)
Unit	: Support
Reporting to	: Admin and Human Resource Manager
Hiring	: 1 Position
Starting Date	: 1 st 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 filing 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.