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The United Nations World Food Programme

The UN World Food Programme is the largest humanitarian aid agency in the world. In Laos, WFP is committed to helping to reduce the vulnerability of the population and reduce food insecurity of poor families throughout the country. All WFP staff contributes as a team to this mission.

Re-advertisement

Vacancy Announcement: National Supply Chain Management  
and Procurement Officer

Vacancy Announcement No: WFP LAO 009	Date: 29 April 2014
Title: Supply Chain Management and Procurement Officer	Duty Station: Vientiane
Grade: NO-B	Contract Type: Fixed Term Appointment (one year renewal)
Organization Unit: Logistics and procurement	<b>Deadline for application: 12 May 2014</b>
<p>National Supply Chain Management and Procurement Officer will be stationed in the Vientiane Country Office. He/she will report directly to the head of the Head of Logistics and Procurement unit and will carry out the following duties and responsibilities:</p> <p><b>Duties and Responsibilities</b></p> <ul style="list-style-type: none"><li>• Plan resource requirements, identify sourcing of commodities and develop delivery schedules, to ensure that the right commodities enter in the supply chain at the right time;</li><li>• Coordinate inputs from all concerned functional units to ensure efficiency and effectiveness of supply chain processes;</li><li>• Develop a common schedule with timelines and key performance indicators for major supply chain processes – to ensure effective pipeline management, as well as timely and effective delivery to beneficiaries;</li><li>• Develop and analyze performance metrics, as well as identify challenges faced in managing the supply chain with a view to recommend opportunities for improvement;</li><li>• Coordinate and facilitate pipeline meetings, as well as prepare supply chain and pipeline reports as required;</li><li>• Provide technical advice on procurement activities, following rules, procedures and regulations;</li><li>• Issue local tenders, evaluate offers and make recommendations for the finalisation of purchases and the award of contracts using WFP's corporate system;</li><li>• Analyse and evaluate commodity tender results;</li><li>• Review technical proposals of suppliers and carry out cost/benefit analysis for equipment and services procurement;</li><li>• Liaise with WFP appointed inspection and superintendent firms to ensure quality control, specification conformity, volume assessment, monitoring and verification of deliveries;</li><li>• Develop and prepare technical and legal contracts;</li><li>• Manage and coordinate negotiations with all interested parties including contract disputes and claims;</li><li>• Run system queries, prepare reports and management presentations on procurement activity;</li><li>• Perform other related duties as required.</li></ul> <p><b>Competencies required:</b></p> <p>Resourcefulness, initiative, maturity of judgement, tact; effective working relations in support of work conducted by other officers; knowledge and experience in procurement and supply chain management; demonstrated ability to develop and maintain effective work relationships and avoid conflict; ability to establish priorities and to plan, coordinate and monitor own work plan and those under his/her supervision; ability to draft clear concise reports or rationale for procurement decisions on key issues; fluency in both oral and written communication in English and Lao.</p>	<p><b>Education:</b></p> <p>An advanced degree in one or more of the following disciplines: economics, commerce, business administration, engineering, law, accounting, transport &amp; logistics, or any other related subject. Certification in Procurement, Logistics, Transport, Shipping, business management, or Supply Chain Management would be an added advantage</p> <p><b>Experience:</b></p> <ul style="list-style-type: none"><li>• At least five (5) years of practical commercial/professional experience in one or more of the supply chain management, procurement, logistics and ancillary sector: shipping, clearing and forwarding, large scale road/rail transport and distribution management</li><li>• Supervisory skills and experience</li><li>• Good interpersonal skills, ability to interact with government partners, international organizations and villagers at all levels</li><li>• Experience working with informations systems and data analysis tools</li></ul> <p><b>Application Submission</b></p> <p>Applicants should submit a letter of interest and curriculum vitae (including at least names, contact numbers or email addresses of 3 work referees) in a sealed envelope marked "Confidential" to:</p> <p>UN World Food Programme Donnokhum Village, Sisattanak District P.O. Box 3150, Vientiane, Lao PDR or email: <a href="mailto:vacancies.laos@wfp.org">vacancies.laos@wfp.org</a></p> <p>Please mention the vacancy announcement number and post title on the envelope.</p> <p><b>CANDIDATES WHO PREVIOUSLY APPLIED TO VA NR WFP LAO 002 NEED NOT RE-APPLY.</b></p> <p>WFP is committed to gender balance in all functions and at all levels. We are committed to increasing the number of female staff in our offices. <b>Female candidates in particular are encouraged to apply.</b></p> <p>Only short-listed candidates will be contacted for an interview. Please note that CVs and other documents submitted to WFP cannot be returned.</p>