



ອົງການອາຫານໂລກ
World Food Programme

The World Food Programme is the world's largest humanitarian agency fighting hunger worldwide. In Laos, WFP is committed to reduce under nutrition and food insecurity throughout the country. All WFP staff contributes as a team to this mission.

ADVERTISEMENT
Vacancy Announcement: Procurement Officer

Vacancy Announcement No: WFP LAO 016	Date: 5 July 2017
Title: Procurement Officer	Duty Station: Vientiane
Grade: NOA	Contract Type: Fixed Terms Contract (1 year renewable)
Organization Unit: Supply Chain unit	Deadline for application: 18 July 2017
<p>A Procurement Officer will be stationed in the Vientiane Office and work under direct supervision of the Head of Supply Chain. He/she will carry out the following duties and responsibilities:</p> <p><u>Duties and Responsibilities</u></p> <ul style="list-style-type: none">• Provide technical advice on procurement activities, following rules, procedures and regulations;• Issue local tenders, evaluate offers and make recommendations for the finalization of purchases and the award of contracts by using WFP's corporate system;• Analyze and evaluate commodity tender results;• Review technical proposals of suppliers and carry out cost/benefit analysis for equipment and services procurement;• Develop and prepare technical and legal contracts;• Manage and coordinate negotiations with all interested parties including contract disputes and claims;• Run system queries; prepare reports and management presentations on procurement activities;• Provide technical advice and support to management in country as required• Contribute to any preparedness actions, risk analysis and contingency planning and make the necessary recommendations. Periodically monitor the management of risks and report on any actions taken;• Supervise procurement staff, as required;• Perform other related duties as required.	<p><u>Education:</u> Advanced university degree or university degree and equivalent experience in one or more of the following disciplines: economics, commerce, business administration, engineering, legal, accounting or related field.</p> <p>Certification in Procurement, business management, or Supply Chain Management would be an added advantage</p> <p><u>Experience and skill:</u></p> <ul style="list-style-type: none">• At least three year of postgraduate practical professional experience in procurement or related function in a medium to large scale business environment.• Management and supervisory experience• Experience working with information systems and data analysis tools <p><u>Application Submission</u> Application are required to apply online by 18 July 2017 http://www1.wfp.org/careers/job-openings Requisition ID# 58601</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. <i>Female candidates in particular are encouraged to apply.</i></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>