



Vacancy announcement

Position: Procurement Officer, RECOFTC Main Office

Deadline for application: 15 September 2024

RECOFTC is an international nonprofit organization working towards a future where resilient communities with respected rights thrive in forest landscapes that they manage sustainably and equitably. We take a long-term, landscape-based and inclusive approach in supporting local communities to secure their land and resource rights, stop deforestation, find alternative livelihoods and foster gender equality. We have more than 37 years of experience working with people and forests and have built trusting relationships with partners at all levels. As a trusted, honest broker, we occupy a distinct position as an international organization that supports, informs and brings together governments, communities, businesses, academia and civil society organizations. Our innovations, knowledge and initiatives enable countries to foster good forest governance, mitigate and adapt to climate change and achieve the UN Global Goals.

RECOFTC operates in the Asia-Pacific region, with country program offices in Cambodia, Indonesia, Lao PDR, Myanmar, Nepal, Thailand and Viet Nam.

RECOFTC is seeking a Procurement Officer for its Corporate Services Unit at the Main Office in Bangkok. The role is open to external candidates who are Thai nationals. The successful candidate will receive a 24-month contract with the possibility of extension contingent on funding availability and satisfactory performance.

Tasks and duties

The Procurement Officer will be a member of RECOFTC's Corporate Services Unit and report directly to the Finance Director. This role is responsible for all centralized procurement functions at the RECOFTC Main Office, including booking airline tickets, developing and maintaining a vendor database and ensuring compliance with organizational policies and procedures. The Procurement Officer will also support and supervise procurement activities in RECOFTC's seven country offices: Cambodia, Indonesia, Lao PDR, Myanmar, Nepal, Thailand and Viet Nam ensuring that related policies and guidelines are implemented and adhered.

Specific tasks and duties include:

Procurement process management:

- Manage the procurement of goods, services and works, providing regular training to program and project administrative staff to ensure transparency, accountability and value for money
- Serve as the central reviewer for procurement documents from all units and countries, ensuring they are accurate, complete and compliant before submission for the Finance Director's approval

Vendor management:

- Regularly evaluate supplier performance at the Main Office
- Develop and maintain a comprehensive, centralized vendor database for all seven countries, ensuring the information is accurate and up-to-date

Compliance and risk management:

- Ensure all procurement activities across units and country offices comply with relevant laws, regulations, donor requirements and RECOFTC internal policies
- Identify and mitigate risks in the procurement process
- Maintain accurate records and documentation of procurement activities, ensuring they are available for audits

Centralized flight booking:

- Centralize the booking of airline tickets for all seven countries, ensuring cost-effective and efficient travel arrangements
- Negotiate with airlines and travel agencies to secure the best rates and services
- Ensure adherence to RECOFTC's travel policies and budget constraints
- Address any travel-related issues or emergencies as they arise

Continuous improvement:

- Implement best practices and innovative solutions to improve efficiency and effectiveness
- Conduct market research and analyze trends to identify opportunities for cost savings and process improvements
- Prepare reports on procurement metrics, identify areas for improvement and implement enhancements

Others

- Work with the Finance Director to develop and update procurement policies, procedures and guidelines for RECOFTC and its country offices
- Perform additional responsibilities as assigned by the Finance Director

Qualifications and experience

The Procurement Officer should have the following essential qualifications and experience:

Essential

- A bachelor's degree in supply chain management, business administration or a related field
- A minimum of 3-5 years of practical experience in procurement or a similar role, preferably within a multinational organization
- Extensive knowledge of procurement processes, supplier management and contract negotiation
- Ability to work in a fast-paced environment, prioritizing multiple tasks and meeting deadlines
- Experience in travel coordination and booking is a plus
- Strong attention to detail, ensuring the accuracy and completeness of procurement documents and records
- Strong work ethic and effective problem-solving skills
- Proficiency in verbal and written communication in both English and Thai
- Must be a Thai national

Desirable

- Professional certification (e.g., certificate in procurement and supply operations, certified professional in supply management) is preferred

RECOFTC's core values

At RECOFTC, our core values are the foundation of our culture and guide all our work. In addition to job-specific skills and experience, the applicant should possess the following characteristics, attitudes and skills:

- Embrace innovation
- Adapt to and learn from challenges
- Nurture commitment, responsibility and ownership
- Collaborate with partners and stakeholders
- Commit to sustainability
- Cultivate participation, gender equality and social inclusion
- Prioritize well-being

How to apply

Interested candidates are invited to submit their CV and a cover letter. The cover letter should explain why the candidate believes they are suitable for the position, include salary expectations and provide current contact information for three referees, including recent supervisors. Applications can be submitted by clicking [the provided link](#).

Only shortlisted candidates will be contacted. RECOFTC offers a competitive compensation package.

For more information about RECOFTC, please visit our website at <https://www.recoftc.org/>

RECOFTC is committed to non-discrimination and equal opportunity. Applicants will not be discriminated against based on ethnicity, religion, age, nationality, physical disability, sexual orientation, gender identity, colour, marital status, medical condition, or any other classification protected by RECOFTC's values and code of conduct. Reasonable accommodations may be made to enable qualified disabled applicants to participate in the application process. If you require special accommodation, please inform RECOFTC's Human Resources in writing at the time of application. The successful candidate will be selected based on merit. RECOFTC strongly encourages women and Thai nationals to apply.