



## Procurement and Administrative Specialist

### Overview

**Research Triangle Institute (RTI)** has over 30 years' experience assisting governments, communities, and the private sector. As a not-for-profit, independent research institute based in North Carolina, USA, RTI has roughly 6,000 employees with global experience implementing international development projects. RTI's Sustainable Growth & Resilience (SG&R) technical unit within the International Development Group brings together RTI experts and capabilities across food security, agriculture, energy, environment, water, governance, and economic opportunity. SG&R will leverage RTI's experience designing and delivering multisectoral programming and technical solutions to respond to climate change, build resilience, and promote economic growth around the world.

**SG&R's Environment portfolio** has delivered innovative, locally driven, evidence-based solutions in local and institutional capacity building in natural resource governance and environmental policy, countering wildlife and environmental crime, forest and protected area management, sustainable landscapes, climate change and resilience, livelihood development, and economic growth.

### Position Description

**RTI** is seeking a **Procurement and Administrative Specialist** for the **USAID End Wildlife Crime Activity**. The Procurement and Administrative Specialist will be responsible for providing general support to the project team's everyday administrative activities and logistical needs including but not limited to the processes of Procurement (Local and International), transport of procured goods, and oversight of asset management and inventory control.

This position will report to the Senior Finance and Administration Manager and will be based in Bangkok, Thailand.

### Responsibilities

- Perform all phases of sourcing activity to ensure best value and within required lead times for a variety of requirements in country name, including analysis of overall budgetary impact for all types of procurement transactions.
- Participate in the preparation and implementation of the annual procurement plan supported with budget and timetables.
- Coordinate with the Senior Finance and Administration Manager and finance team on the issuance of purchase orders in accordance with company policies and procedures.



- Contribute to the supply chain management efforts up to and including logistical support from the ordering point through the follow-up, expediting, and delivery of the required goods and/or services.
- Support overseeing of logistical management of the RTI project name inventory and commodity requires for operations within country name and the remote regional locations.
- Organize external meetings, conferences, and other special events as required, including travel coordination.
- Coordinate IT support.
- Coordinate office needs such as supply orders, maintenance requests, shipping/mailings; manage vendor deliveries to the office.
- Serve as a liaison between other RTI offices in DC and RTI Headquarters (in Research Triangle Park, North Carolina) for delivering invoices/payment, maintenance requests, vendors, procuring new furniture, arranging office moves or set-ups and orientation for new hires and visitors.
- Support file management for procurement files on SharePoint.

#### **Qualifications**

- Bachelor's degree and 5 years of experience, Master's degree and 3 years of experience, or equivalent combination of education and experience.
- Demonstrated excellent financial and analytical skills.
- Demonstrated attention to detail, ability to follow procedures, meet deadlines and work independently and cooperatively with team members.
- Professional training in procurement and logistics management preferred.
- Knowledge of USAID procurement policies and regulations required.
- Excellent knowledge of Microsoft Office and procurement software.
- Fluency in English and Thai required.
- Ability to work throughout Thailand.

For applying, please click to this link:

[Procurement and Administrative Specialist - USAID End Wildlife Crime Activity in | Careers at Thailand, Bangkok \(icims.com\)](#)