

Job Description & Position Description Questionnaire (JDPDQ)

This form is best viewed in Acrobat Reader. Please save the form to your computer and open in Reader directly. Download a free version of Acrobat Reader [here](#). Please submit organisational chart to your business partner along with the JDPDQ.

VACANCY INFORMATION			
Job Title	Supply Chain and Admin Department Manager	Manager Name/Title	Finance and Supply Chain Division Manager
		History of Position	New
Department/Office	Supply Chain and Admin Department	JD Last Revised	
EXL Member/PL/RL		Cost Centre	
Employee Type	Open Ended, Full Time	<i>FOR P&C USE ONLY:</i>	
Contract Type	Local 1	JEMCode	
Contract Duration	2+ Years	Our People Job ID	
Hours Per Week		Work Unit ID	
Vacancy Type		Overtime Exemption	
Vacancy Details		L-IM Scale Eligibility	
Preferred Office Location		P&C Notes for Role	

JOB PURPOSE *(Limit 750 characters)*

The Supply Chain and Admin Department Manager will lead the strategic oversight of supply chain and administrative operations, ensuring efficient, compliant, and impactful support for World Vision Foundation of Thailand's mission. This role involves close collaboration with operations, programs, and other departments to deliver seamless services aligned with Supply Chain policies and regulations. The manager will drive cost-effective procurement, maintain a safe and conducive office environment, and foster a culture of excellence and accountability.

MAJOR RESPONSIBILITIES

% of Time	Activity	End Results
10%	Strategic and Planning	<ul style="list-style-type: none"> ○ Spearhead efficient, effective, and cost-saving procurement processes, ensuring transparency, quality, and compliance with World Vision's standards and donor requirements. ○ Develop Supply Chain and Admin strategies aligned with National Office goals. ○ Develop Annual Business Plan in consultation with key stakeholders & RSCM and based on WVFT's Strategy ○ Lead setting of performance objectives for Supply Chain and Admin staff ○ Provide regular feedback on performance and identifying training needs ○ Provide leadership in implementing Global on Supply Chain Management policies and procedures ○ Communicate the Procurement Planning process to stakeholders and highlight the changes / additions to the process ○ Lead development of Consolidated Procurement Plans grants, all functional departments and the program in AP/ Grant. ○ Communicate the updates on the planning process, highlights from the procurement plan
15%	Procurement & Contract Management	<ul style="list-style-type: none"> ○ Oversee all procurement activities, ensuring transparency, value for money, and timely delivery. ○ Manage supplier relationships and performance. ○ Ensure contracts are legally sound and ethically managed.
10%	Tracking and Reporting	<ul style="list-style-type: none"> ○ Define and manage integrated cross functional Key Performance Indicators (KPIs) and lead the development of action plans to address areas of poor performance ○ Track and analyze Supply Chain performance against established target levels (KPIs) ○ Report Performance monthly to the Senior Leadership Team and GSCM

10%	Technical Support to Divisions	<ul style="list-style-type: none"> ○ Provide Technical Support to Operation & GAM Teams in proposal, procurement plans and Budget development. ○ Provide periodic progress reports and updates on matters to bring into their attention.
20%	Supply Chain Management	<ul style="list-style-type: none"> ○ Oversee procurement operations ensuring compliance, cost-efficiency, and service quality. ○ Monitor performance and implement continuous improvement measures. ○ Manage supplier contracts and relationships. ○ Coordinate with the Regional Supply Chain team to ensure compliance with partnership standards and requirements.
20%	Strategic Sourcing	<ul style="list-style-type: none"> ○ Lead development of category strategies and approaches ○ Manage implementation of consistent and effective strategic sourcing process ○ Communicate sourcing approaches to relevant stakeholders ○ Build and maintain successful working relationships with suppliers. ○ Plan strategies for and lead negotiations with suppliers ○ Manage contract development with legal based on Global Contracts ○ Identify areas for process improvements in strategic sourcing
15%	Office administration and NO building maintenance service	<ul style="list-style-type: none"> ○ NO Building facilities are well-managed and maintained for both internal use and external use. ○ Manage and coordinate NO office for rent according to business plan. ○ Ensure NO office security meets minimum security standards.

KNOWLEDGE/QUALIFICATIONS FOR THE ROLE

Required Professional Experience	<ol style="list-style-type: none"> 1. At least 5 - 10 years' experience in purchasing 2. At least 3 - 5 years' experience in a management position 		
Required Education, training, license, registration, and certification	University degree in Business administration, Social Science, Procurement, Supply Chain Management or similar degree		
Preferred Knowledge and Qualifications	<ol style="list-style-type: none"> 1. Proficiency in written and spoken English 2. Ability to solve complex problems and to exercise independent judgment. 3. Must be able to lead and manage a team. 4. Good working knowledge of computerized procurement systems is preferred. Must be computer literate in Microsoft Office programs. 5. Good communication skill. 6. Able to work on a cross-cultural environment with a multi-national staff. 7. Ability to travel within country, regional and internationally 		
Travel and/or Work Environment Requirement		Physical Requirements	Language Requirements

KEY WORKING RELATIONSHIPS

Contact (within WV or outside WV)	Reason for Contact	Frequency of Contact
Department/Division Manager	To coordinate for procurement planning and sourcing process	Monthly
Regional Supply Chain	Coordinate and attend meetings with regional supply chains	Monthly

DECISION MAKING

CORE COMPETENCIES - For all positions, select the top 3 prioritized competencies from below. [Click here](#) for a quick overview of our Core Competencies.

- | | | | |
|---|--|---|---|
| <input type="checkbox"/> Be Safe and Resilient | <input type="checkbox"/> Build Relationships | <input type="checkbox"/> Learn and Develop | <input checked="" type="checkbox"/> Partner and Collaborate |
| <input checked="" type="checkbox"/> Deliver Results | <input checked="" type="checkbox"/> Be Accountable | <input type="checkbox"/> Improve and Innovate | <input type="checkbox"/> Embrace Change |

For Management positions only, select the top 2 prioritized competencies from below.

- | | | | |
|--|--|---|--|
| <input type="checkbox"/> Model Self-Management | <input checked="" type="checkbox"/> Engage, Influence, Lead and Grow Other | <input checked="" type="checkbox"/> Run an Effective and Agile Organisation | <input type="checkbox"/> Develop the Organisation for the Future |
|--|--|---|--|

APPROVALS

Manager Name: _____

Manager Approval Date: _____

P&C Name: _____

P&C Approval Date: _____

Clear Form