



Regional Integrated Multi-Hazard Early Warning System

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Job Posting

Issue date: 9 October 2026

Position Title: **Procurement Officer**

Due to the operational nature of this role, preference will be given to applicants who are currently based in Thailand and possess valid work authorization. RIMES is committed to diversity and equal opportunity in employment

Open Period: **9 October 2026 - 8 November 2026**

Background:

The Regional Integrated Multi-Hazard Early Warning System for Africa and Asia (RIMES) is an international and intergovernmental institution, owned and governed by its Member States, for the generation, application, and communication of multi-hazard early warning information. RIMES was formed in the aftermath of the 2004 Indian Ocean tsunami, as a collective response by countries in Africa and Asia to establish a regional early warning system within a multi-hazard framework, to strengthen preparedness and response to trans-boundary hazards.

RIMES was formally established on 30 April 2009 and registered with the United Nations on 1 July 2009. It operates from its regional early warning center located at the Asian Institute of Technology (AIT) campus in Pathumthani, Thailand.

Position Description: The Procurement Officer reports directly to the Project Manager, with functional oversight from the Head of Operations and Programs on procurement governance and compliance. The Procurement Officer works closely with the designated RIMES procurement focal person, Project Officers, Finance, technical teams and national counterparts to establish and maintain high-quality procurement and contract management functions for the assigned project(s). The role supports timely delivery and value for money in goods, works, consulting and non-consulting services, in compliance with RIMES procurement policies, applicable project agreements and donor requirements.

Duty station: RIMES Regional Facility, AIT Campus, Pathumthani, Thailand.

Type of Contract: Full time, project based Contract

Minimum Qualifications

Knowledge

- Bachelor's degree or preferably Master's degree in a relevant field e.g., project management, business administration, engineering, commerce, law or procurement. A professional procurement qualification (e.g., CIPS) is an advantage.
- Knowledge of markets for ICT and specialized scientific and hydrometeorological goods (e.g., high-performance computing, servers, oceanographic and observation equipment, software and software development services) and consulting services; ability to conduct market analysis in consultation with technical specialists.

Experience

- At least 3 years of relevant direct experience performing procurement and contract management duties, including procurement financed by the Green Climate Fund, UN agencies or other multilateral development partners.
- Demonstrated experience procuring goods, works, consulting and non-consulting services in accordance with institutional procurement policies and applicable donor requirements. Experience with GCF-financed projects or UN agency procurement procedures is an advantage.
- Knowledge of concepts, principles and practices governing international procurement, including value for money, sustainable procurement, strategic sourcing, market analysis and contract management, and the ability to apply relevant environmental and social safeguards and gender-responsive procurement requirements.
- Capacity to work sensitively in a multi-cultural environment and develop effective relationships with partners and coworkers.
- Familiarity with procurement review thresholds, no-objection procedures and procurement monitoring and reporting requirements under donor-financed projects, and the ability to identify the requirements applicable to each project agreement.

Skills and abilities

- Excellent English language writing, communication and negotiating skills.
- Proficiency in MS Office (Word, Excel and PowerPoint), procurement tracking and electronic records management. Familiarity with procurement platforms used by GCF-funded projects, UN agencies, the World Bank, ADB or similar organizations is an advantage.

Personal qualities

- Conscientious and efficient in meeting commitments, observing deadlines, and achieving results.
- Persistent when faced with challenges.
- Takes ownership of responsibilities, maintains confidentiality and impartiality, and promptly discloses actual or potential conflicts of interest.

Major Duties and Responsibilities:

The Procurement Officer shall be responsible for:

- a) Develop and maintain project procurement plans, procurement schedules and contracting strategies for goods, works, consulting and non-consulting services in consultation with the Project Manager, Finance and technical teams. Link procurement milestones to the approved work plan and budget, allow sufficient time for reviews and delivery, and obtain approval for revisions before implementation.
- b) Coordinate with the Project Manager to implement the approved Procurement Plan and ensure timely preparation of expressions of interest, requests for quotations, requests for proposals, bidding documents, evaluation reports, negotiation records, award recommendations and draft contracts. Verify the applicable procurement method, budget availability and required approvals before each stage, in accordance with RIMES procedures and the project agreement.
- c) Liaise with relevant colleagues and partners on procurement matters, including preparation and submission of prior-review packages and tracking of required no-objections. Incorporate applicable environmental and social safeguards and gender requirements into procurement documents and contracts in consultation with the responsible specialists. Do not proceed with procurement stages requiring clearance until the necessary approvals are documented.
- d) Coordinate with technical teams and national counterpart institutions (e.g., NMHSs and relevant ministries) on technical specifications, delivery, inspection, acceptance and handover of goods, works and equipment. Technical requirements and acceptance must be confirmed by the designated technical specialists or authorized recipients. Track shipping, customs arrangements, installation, training, warranties and after-sales support where applicable.
- e) Prepare and issue procurement documents following the applicable review and approval process. Coordinate solicitation, bidder clarifications, bid receipt and evaluation logistics; maintain fair competition, confidentiality and an auditable record. Support duly constituted evaluation committees without assuming their evaluation or approval authority.
- f) Maintain an up-to-date procurement tracker and contract register showing milestones, responsible persons, approvals, commitments, delivery dates, payments and outstanding actions. Provide monthly status updates to the Project Manager and quarterly procurement management reports, or as required by the project agreement. Promptly flag delays, cost changes and other risks, with recommended actions and decisions required.
- g) Coordinate authorized negotiations and contract follow-up meetings with suppliers and contractors, document agreed actions, and identify potential disputes early. Escalate unresolved matters to the Project Manager and Head of Operations and Programs; refer procurement complaints through the established complaints mechanism and maintain related records.
- h) Assist the Project Manager and Head of Operations and Programs with drafting and reviewing contracts, monitoring obligations and deliverables, and preparing amendments, extensions, renewals and close-out documents. Coordinate payment documentation with Finance against contractual milestones and documented acceptance. Submit contracts and changes for approval and signature under RIMES authorization levels; the Officer has no independent authority to approve awards, sign contracts or commit RIMES funds unless expressly delegated in writing.
- i) Apply anti-corruption, transparency and quality assurance controls throughout procurement. Obtain and maintain required conflict-of-interest declarations, document procurement decisions and report suspected irregularities through the established RIMES channels. Maintain segregation of duties among procurement processing, evaluation, approval, technical acceptance and payment.
- j) Maintain complete and accessible procurement and contract files, including approvals, solicitation documents, bids, evaluation records, contracts, correspondence, acceptance evidence and payment support. Retain records in accordance with RIMES and applicable donor requirements. Support internal and external audits, prepare responses to procurement findings, and track agreed corrective actions to closure with the responsible officers.

Reporting: The staff will report to reports directly to the Project Manager for day-to-day priorities and delivery, with functional oversight from the Head of Operations and Programs on procurement governance and compliance. Coordinate regularly with the designated RIMES procurement focal person, Finance and technical teams. Escalate compliance concerns or unresolved procurement risks promptly to the Project Manager and Head of Operations and Programs. Performance will be assessed on timely procurement delivery, compliance, quality and completeness of records, contract follow-up and resolution of agreed actions.

How to Apply:

Interested candidates should send your application letter, resume to rimeshra@rimes.int by midnight of **8 November 2026**, Bangkok time. Please state “**Procurement Officer : Your Name** ” the Subject line of the email. Only short-listed applicants will be contacted.

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RIMES promotes diversity and inclusion in the workplace. Well-qualified applicants particularly women are encouraged to apply.