



Position Description for Job Announcement Procurement Assistant

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| Position Title | Procurement Assistant |
| Position Level | M8 |
| Department - Unit | Finance and operations – Human Resources and Procurement Unit |
| Reports to | Human Resources and Procurement Manager |
| Location | Mekong Institute, Khon Kaen |

This position description is the basis of the position holder’s employment contract with Mekong Institute (MI). It sets out the employee’s roles and responsibilities, and what he or she is expected to deliver to contribute to MI’s work. Managers will use the position description to guide the employee in his or her work and as the basis for the annual performance evaluation process.

Mekong Institute

MI is an intergovernmental organization that contributes to regional cooperation and integration through capacity development, dialogue, and advocacy for the acceleration of sustainable socioeconomic development and poverty alleviation in the Greater Mekong Subregion (GMS).

Founded and represented by Cambodia, P.R. China, Lao PDR, Myanmar, Thailand, and Viet Nam, MI’s strategies are aligned with the core tenets of the GMS Cooperation Program Strategic Framework 2030, ASEAN Economic Community, and the 2030 Agenda for Sustainable Development.

MI supports these frameworks through the implementation of projects across the areas of Agricultural Development and Commercialization (ADC), Trade and Investment Facilitation (TIF), and Sustainable Energy and Environment (SEE) while addressing issues of social inclusion and vulnerability, digital economy and innovation, and labor mobility to cement holistic and sustainable development impacts in the subregion and beyond.

Role of the Unit

The Human Resources and Procurement (HRP) Unit plays a crucial role in enhancing operational efficiency and effectiveness at MI. Serving as the primary nexus for human resources and procurement functions, the HRP Unit assumes a diverse array of responsibilities vital to the institute's success. On the procurement front, it ensures smooth procurement operations, including managing Special Service Agreements and meeting donor requisites for project bidding. Concurrently, the unit oversees human resources functions such as recruitment, personnel records management, and compliance with labor regulations. Additionally, the HRP Unit offers strategic counsel to executive leadership concerning staffing strategies and workforce development initiatives, ensuring alignment with organizational goals.

Position Description

The Procurement Assistant will provide support to Procurement functions within the organization. This role is designed to assist in a variety of procurement tasks, facilitating efficient operations and ensuring compliance with organizational policies and procedures. The assistant will support to process small volume purchases and lead procurement processes for a specific purchasing volume limit.

Key Deliverable

- Managing purchases within a specific volume limit (USD 100–1,000)
- Preparing procurement documentation and reports
- Negotiating with suppliers
- Assisting with procurement planning and maintaining supplier databases

Main Responsibilities and Tasks

- Process procurement with limitation of volume purchasing procedures in accordance with MI Procurement Policy, including obtaining quotations, generating purchase orders, and completing purchases.
- Lead the procurement process for goods and services for purchases between USD 100 and USD 1,000, including:
 - Preparing procurement documents and bidding analyses.
 - Negotiating with suppliers to secure competitive prices, favorable credit terms, and delivery schedules.
 - Reviewing and approving invoices related to procurement activities.
- Assist program staff in developing detailed specifications for required goods, equipment, and services.
- Prepare specific procurement-related reports.
- Maintain an updated supplier list, including pricing information, offer conditions, payment terms, and delivery schedules.
- Assist finance and operation in preparing and estimating the procurement plan.
- Undertake any other reasonable tasks assigned by supervisor

Required Qualifications, Skills and Experience Essential

- Bachelor's degree in Business Administration, or a related field.
- At least one year of experience in procurement.
- Computer fluency with Microsoft Office applications.
- Strong organizational and time-management skills.
- Strong negotiation and interpersonal skills.
- Ability to work under pressure with a can-do attitude.
- Possession of sound work ethics, including integrity, fairness, transparency, and consistency.
- Good knowledge of written and spoken English.

Apply

If you have the skills and experience to exceed in this position and are passionate about equitable and inclusive economic growth in GMS, Submit your CV and the letter cover via the link <https://forms.gle/NF6HaZhixcxUKpJu5> by **May 23, 2025**, by select the position **“Procurement Assistant”**