

Procurement

Background Information: Institut Pasteur du Cambodge (IPC) is a Cambodian non-for-profit research institution established in 1953, IPC is today a scientific research establishment declared of public utility placed under the high patronage of the Ministry of Health of the Kingdom of Cambodia and under the responsibility of the Institute Pasteur on the scientific and technical levels. IPC is a member of the Pasteur Network, which brings together 33 institutes present on five continents. It shares the Pasteurian values and the ethical charter to which the Pasteur Institutes are bound. IPC has more than 250 employees, including about 30 expatriates of 10 nationalities and includes 5 research units. It carries out research activities in health biology, public health and service activities (Medical Biology Laboratory, vaccinations and water and food analyses) and training.

Job Family: Administration & Support

Sub-Job Family: Procurement

Overview: The purpose of the Procurement sub-job family function is to be responsible for sourcing and buying the most suitable general and technical materials, equipment and services for IPC, at an optimum price and in a timely manner, to ensure an uninterrupted supply of organisational requirements. At the higher levels of the family, role holders develop and ensure compliance with procurement strategies, policies and procedures as well as commercial standards and are responsible for the creation of mutually beneficial long-term partnerships with key suppliers.

The roles operate within a framework of well-defined procurement procedures, placing great emphasis on regulatory compliance and ethical standards. The differentiation among professionals is based on the complexity of tasks, supervisory responsibilities, and the specific skills and experience required for their roles. At higher levels within the sub-job family, professionals bring advanced technical expertise and critical thinking to the forefront of our research institute.

Level	Profile	Purpose
1	Procurement Assistant	Jobholders at this level provide administrative, coordination and analytical support to the procurement team to contribute to the fulfilment of procurement requirements in line with applicable policies and procedures.
2	Procurement Executive	Jobholders at this level execute the procurement process through implementing sourcing and procurement policies and procedures to ensure that both suppliers and materials meet IPC's criteria.
3	Senior Procurement Executive	Jobholders at this level ensure the smooth and efficient execution of procurement activities within IPC. This role is responsible for managing the end-to-end purchase order process, maintaining vendor relationships, coordinating logistics, and assisting in contract negotiation and administration, facilitating timely and cost-effective procurement of goods and services.
4	Deputy Procurement Manager	Jobholders at this level provide knowledge and guidance to the procurement team and provide a more complex buying service to IPC internal customers through getting involved in procurement decisions as per the financial authority. Jobholders also engage in commercial aspects of more complex contracts, negotiating on price, delivery and terms and are differentiated from the previous level in terms of the technical complexity of purchases.
5	Procurement Manager	Jobholders at this level provide specialist knowledge and guidance to the department and are personally involved in large/complex procurement decisions. Individuals at this level also contribute to the development of procurement and sourcing strategies and the improvement of processes for the effective procurement of goods and services in line with business requirements.

Level 2: Procurement Executive

Job Purpose:

Jobholders at this level execute the procurement process through implementing sourcing and procurement policies and procedures to ensure that both suppliers and materials meet IPC's criteria.

Accountabilities:

Description	Key Result Areas
1. Supporting the procurement team in the execution of procurement processes, including sourcing suppliers, obtaining quotes, and issuing purchase orders.	<ul style="list-style-type: none"> Sourced suppliers are qualified and satisfy IPC's requirements in line with sourcing policy.
2. Generating and issuing purchase orders to approved suppliers, specifying the details of the purchase, such as quantities, specifications, delivery schedules, and terms of payment.	<ul style="list-style-type: none"> Timely issuance of purchase orders
3. Maintaining accurate records of procurement activities, including purchase orders, contracts, vendor agreements, and performance evaluations.	<ul style="list-style-type: none"> Accurate records of procurement activities
4. Communicating with vendors and suppliers to obtain product information, pricing, and delivery schedules, and coordinating with them to ensure timely fulfilment of orders.	<ul style="list-style-type: none"> Effective coordination and fulfilment of purchase orders
5. Providing support in inventory management activities, such as monitoring stock levels, conducting inventory counts, and reconciling inventory discrepancies.	<ul style="list-style-type: none"> Effective inventory management
6. Tracking the status of purchase orders and expediting deliveries as needed to ensure timely receipt of goods or services and updating stakeholders on order progress.	<ul style="list-style-type: none"> Timely delivery of goods and services
7. Providing general administrative support to the procurement team, such as scheduling meetings, preparing reports, and managing correspondence, to facilitate efficient procurement operations.	<ul style="list-style-type: none"> Smooth execution of procurement activities

Qualifications & Experience:

- Higher Diploma in Business Administration or other commercial discipline
- Professional qualification in purchasing is an added advantage.
- 2-3 years' experience in procurement or in a similar industry for technical procurement jobs

Technical Competencies:

- Proficiency in using procurement systems, databases, and tools for effective sourcing and supplier management.
- Analytical skills to perform market analysis, identify trends, and make informed decisions regarding suppliers and materials.
- Understanding of contract management principles to ensure supplier conformance with contractual obligations.
- Familiarity with tools and methodologies for assessing and managing risks associated with procurement activities.

Behavioural Competencies:

- Communication Skills: Effective communication skills to provide information and reports to internal customers and stakeholders.
- Stakeholder Management: Ability to build and maintain positive relationships with suppliers, fostering collaboration and ongoing improvement.
- Problem-Solving: Basic problem-solving abilities to address challenges in supplier performance and contractual compliance.
- Time Management: Efficient time management to handle multiple tasks and meet procurement targets.

Representative Jobs:

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