

## 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	<b>Procurement Assistant</b>	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	<b>Procurement Executive</b>	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	<b>Senior Procurement Executive</b>	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	<b>Deputy Procurement Manager</b>	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	<b>Procurement Manager</b>	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 3: Senior Procurement Executive

#### Job Purpose:

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.

#### Accountabilities:

Description	Key Result Areas
1. Manage the end-to-end purchase order process, from requisition to delivery, including verifying purchase requisitions, issuing purchase orders, tracking order status, and expediting deliveries as needed to meet deadlines.	<ul style="list-style-type: none"> <li>Smooth execution of procurement-related activities</li> </ul>
2. Assist and maintain relationships with vendors to exchange all relevant information so that purchases progress in line with timelines and requirements.	<ul style="list-style-type: none"> <li>Information clarity and availability.</li> </ul>
3. Coordinate with vendors, logistics providers, and internal stakeholders to ensure timely fulfilment and delivery of goods and services, monitor delivery schedules, and address any delivery issues or delays.	<ul style="list-style-type: none"> <li>Timely and prompt delivery of goods and services.</li> </ul>
4. Assisting in contract negotiation, drafting, and administration, ensuring compliance with contract terms, monitoring contract performance, and managing contract renewals and terminations.	<ul style="list-style-type: none"> <li>Pricing and contract terms that meet the needs of IPC</li> </ul>
5. Supporting the procurement team in contract administration tasks, such as maintaining contract files, tracking contract expiration dates, and ensuring compliance with contract terms.	<ul style="list-style-type: none"> <li>Effective and accurate management of contract-related information</li> </ul>
6. Identifying and resolving procurement-related issues, such as supply shortages, delivery delays, quality issues, or invoice discrepancies, through effective communication, negotiation, and problem-solving skills.	<ul style="list-style-type: none"> <li>Prompt resolution of procurement-related issues</li> </ul>

#### Qualifications & Experience:

- Bachelor's degree in Business Administration or other commercial discipline
- Professional qualification in purchasing is an added advantage.
- 3-5 years' experience in procurement or in a similar industry for technical procurement jobs

**Technical Competencies:**

- Strong negotiation skills to contribute effectively to negotiations with suppliers, ensuring optimal price, delivery, and terms.
- Knowledge of procurement procedures and regulations to ensure compliance with organizational policies and industry standards.
- Understanding of logistics and supply chain management principles to coordinate with vendors, logistics providers, and internal stakeholders for timely delivery of goods and services.

**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.
- Project Management: Strong project management skills to handle multiple tasks, ensuring timely and successful completion of procurement projects.
- Problem-Solving: Advanced problem-solving skills and the ability to make decisions in complex procurement scenarios.

**Representative Jobs:**

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