

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 4: Deputy Procurement Manager

Job Purpose:

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.

Accountabilities:

Description	Key Result Areas
1. Contribute to the development and execution of procurement plans aligned with organisational objectives.	<ul style="list-style-type: none"> • Sound procurement plans that are aligned with IPC's strategic objectives
2. Oversee the end-to-end procurement process, from requisition to delivery, ensuring adherence to procurement best practices, regulatory requirements, and ethical standards, and implementing process improvements	<ul style="list-style-type: none"> • Smooth execution of procurement process, ensuring compliance with regulations
3. Conduct regular planning reviews with relevant departments to understand and anticipate their needs and determine their requirements.	<ul style="list-style-type: none"> • Internal customer feedback and satisfaction. • Accurate satisfaction of requirements.
4. Effectively resolve complex purchasing and supplier relation problems escalated by team members.	<ul style="list-style-type: none"> • Timely and effective resolution of problems
5. Develop and manage relationships with suppliers and contribute to more complex negotiations to ensure the availability of goods in line with the required quality, price, and terms.	<ul style="list-style-type: none"> • Close relationships serving IPC's best interests in terms of cost, quality and timeliness of supply.
6. Lead contract negotiation, drafting, and administration processes, ensuring compliance with contractual terms and conditions, monitoring contract performance, and managing contract renewals and terminations to mitigate risks and optimize vendor relationships.	<ul style="list-style-type: none"> • Contract terms that aligns with IPC's best interest
7. Identifying and evaluating potential suppliers, conducting market research and analysis, and developing sourcing strategies to optimize supplier selection, reduce costs, and enhance supply chain resilience.	<ul style="list-style-type: none"> • Diversified supplier sources

Qualifications & Experience:

- Bachelor's degree in business administration or other commercial discipline
- At least 8-10+ years in procurement - should be in a similar industry for technical procurement jobs.
- Experience in a supervisory role in procurement

Technical Competencies:

- Expertise in resolving complex purchasing and supplier relation problems.
- Advanced skills in developing and managing relationships with suppliers, contributing to more complex negotiations for optimal terms.
- Proven ability to manage and lead a team, ensuring efficient and compliant delivery of buying services.

Behavioural Competencies:

- Leadership Skills: Strong leadership skills to guide the team and contribute to organizational procurement strategies.
- Problem Solving: Advanced decision-making skills, especially in resolving complex procurement and supplier-related issues.
- Communication Skills: Effective communication skills at a leadership level, conveying complex information to internal and external stakeholders.
- Process Improvement: Active contribution to the improvement of procurement policies, procedures, and processes.

Representative Jobs:

- Deputy Procurement Manager