

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 5: Procurement Manager

Job Purpose:

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.

Accountabilities:

Description	Key Result Areas
1. Formulate the overall IPC contracting & procurement strategy that is in line with its overall business objectives and ensure its execution through leading initiatives and project teams.	<ul style="list-style-type: none"> • Sound procurement plans that are aligned with IPC's strategic objectives
2. Provide approvals for major/complex procurement and lead negotiations as per financial authority provided by IPC.	<ul style="list-style-type: none"> • Procurement and negotiations are approved as per standards and financial authority provided.
3. Effectively resolve complex purchasing and supplier relation problems escalated from team members.	<ul style="list-style-type: none"> • Timely and effective resolution of problems
4. Advise IPC on the best sourcing strategy and ensure its execution such that quality is achieved, and user requirements are met.	<ul style="list-style-type: none"> • Sourcing strategy is in line with requirements and standards.
5. Develop and maintain effective business relationships with all relevant external/internal entities (such as Government Regulatory Authorities, Service Providers etc) with the highest standards of business ethics, whilst promptly attending to all critical issues to ensure the services required by the organization are delivered in the most effective manner.	<ul style="list-style-type: none"> • Feedback from stakeholders. • Benefits/Service levels obtained for the organization.
6. Recommend improvement of procurement policies, procedures and processes and obtain senior management approvals to ensure operational effectiveness, cost savings and better services to internal customers.	<ul style="list-style-type: none"> • Improvements enhance services, efficiency and cost effectiveness of procurement and are in line with procurement objectives.
7. Manage major suppliers in specialist areas as appropriate to ensure the ongoing availability and supply of important goods. Plan and develop long-term supplier relationships as appropriate.	<ul style="list-style-type: none"> • Good relationships with major suppliers. • Development of supplier management plans.

Qualifications & Experience:

- Bachelor's degree in Business Administration or other commercial discipline
- At least 12 -15 years in procurement in a similar industry of which at least 2-3 years are in a management role.
- Sound knowledge of Contracts Formation, Administration and Management plus conflict resolution and contract disputes management.

Technical Competencies:

- Proven ability to develop and execute strategic procurement plans aligned with organizational objectives.
- Advanced negotiation skills to lead negotiations and provide approvals for major and complex procurement.
- In-depth understanding and experience in managing the entire contract lifecycle, from initiation to closure.
- Knowledge of global sourcing strategies, including an understanding of international markets and regulations.
- In-depth knowledge of relevant laws, regulations, and compliance requirements related to procurement activities.

Behavioural Competencies:

- Leadership Skills: Strategic leadership qualities to formulate and execute overarching procurement strategies.
- Stakeholder Management: Advanced stakeholder engagement skills to strategically interact with key internal and external stakeholders.
- Communication Skills: Effective communication skills at a leadership level, conveying complex information and strategic recommendations.
- Influencing Skills: Ability to influence and persuade stakeholders, both internally and externally, to support strategic procurement initiatives.

Representative Jobs:

- Procurement Manager