

JOB Announcement

Phare Ponleu Selpak – meaning The Brightness of the Arts – is a Cambodian non-profit art school located in Battambang, empowering children, youth and communities through artistic, educational, social and community outreach programs since 1994.

We are now seeking a qualified Cambodian candidates to fill in the Full-time position of **Procurement Officer** to be based in Battambang province.

Position Summary:

Job Title: Procurement Officer

Reporting to: Accounting Manager

Working hours: 40 hours/week

Position Description:

The main role of the Procurement Officer is to ensure that all procurement of goods and services for Phare Ponleu Selpak Association (PPSA) are in compliance with PPSA finance policy, donor requirements, and the contracts signed with the third party through working closely with relevant stakeholders including, but not limited to, Budget owners, Heads of Departments, Administrators, and/or vendors/suppliers.

The Procurement Officer has to build a good relationship with the potential suppliers and maintain a good relationship with the existing ones to ensure timely delivery of high-quality products or services to the organization. This position is required to also have a good relationship with all internal stakeholders and provide them with logistical and procurement supports as required. In addition to the above-mentioned responsibilities, this position is also responsible for Asset Inventory Management of the organization.

Main Responsibilities:

- Engaging with departmental budget owners to develop their annual procurement plans.
- Ensuring compliancy with the procurement procedures as per Finance Policy.
- Preparing purchase orders, ensuring relevant procurement procedures have been applied and all supporting documentations are attached.
- Preparing and keep updated an annual procurement plan for PPSA as a whole and report progress to the Accounting Manager as required.
- Preparing tender documentation by liaising with budget owners or HoDs as required.
- Advising on and assisting budget owners with managing supplier performance against contractual terms. This may include helping them understand and oversee service level compliance, identifying and reporting upon areas of concern or for improvement and assisting with remedial action.
- Maintaining and monitoring PPSA contracts register to ensure budget owners are aware of contractual periods.
- Reviewing and handling all requests for purchase to ensure that all goods and services is effectively and efficiently purchased and timely delivered.
- Developing timely procurement, stock, operations and logistics reports for Accounting Manager.

- Ensuring materials/supplies are purchased, and delivered according to schedule and within budgetary guideline.
- Developing good relationships with local vendors and Searching for new sources of supplies.
- Ensuring Asset Inventory is updated.
- Cooperating with Finance and relevant departments to conduct a six-month physical check on assets inventory, and performing
- Any other duties as may be assigned by the Accounting Manager.

Required Qualifications:

- University degree in Business Administration in relevant fields.
- Work experience in a reputable NGO or company in a similar or equivalent job for at least five years.
- Adaptable, flexible, able to take initiative and prioritize among competing demands;
- A good team player with strong interpersonal skills, outgoing personality, and ability to work independently and effectively under pressure and on strict deadlines and in a multicultural setting;
- Good knowledge of computer applications;
- Good oral and written communications skills in English and Khmer;
- An aptitude for numbers and spreadsheets
- Adherence to the values and missions of Phare Ponleu Selpak.

Please submit your application with detailed CV and recent photo to PPSA through contact below **by 6:00PM of August 30, 2024**

Attention: HR Coordinator

Anhchanh village, Ochar commune, Battambang city, Battambang province, Cambodia.

Or yuthyra.t@phareps.org

Short-listed candidates only will be contacted for interview. The successful candidate must adhere to vision, mission, and values of Phare Ponleu Selpak, and compliance with its Safeguarding and Child Protection Policy.