**Procurement and Contracting Officer**

Vacancies: 01

Report to: (1) Grant manager/ Coordinator; (2) Finance manager; (3) COP and DCOP/ Technical Lead if required

Reported by: Program assistants;

Collaborated with: (1) Technical team: Program officers and MEL officer; (2) Finance officer and finance team

**Tasks description**

1. Supporting Grant Manager:
   1. to review donor’s and GNV regulations regarding funding management, sub-contractors’ recruitment and management; and to point out the most realistic and safer approach/ solutions to the decisions to make
   2. to prepare documents for sub-contractors’ recruitment decision (in English) for donor’s approval
   3. to prepare contracts and amendments between CCIHP and sub-contractors (in Vietnamese and English)
   4. to track milestones submission and payment to the sub-contractors
   5. to maintain logical and auditable filing system for sub-contractors’ management
2. Supporting Finance Manager:
   1. to advise technical team on procurement and contracting procedure for consultancy and services contracts, as well as appropriate terms for payment; and facilitate their inputs to complete the procedure paperwork;
   2. to supervise and track services/purchase orders and deliverables for payment

(3) Prepare and tracking implementation of the MOU with GVN partners/ Local stakeholders;

(4) In charge of transparent and auditable filing system for procurement and contracting activities;

(5) In charge of inventory track for the project, and inventory check and feedbacks to sub-contractors/ partners

**Qualification:**

* Experience in subcontracts management, preferably FAA mechanism under USAID funded projects;
* Strong knowledge of GVN regulations on bidding/ procurement and situation analysis for application to the specific context of international funding to local NGO in Vietnam;
* Good English skills, especially in reading and writing for well understanding of donor’s regulations and smooth communication;
* Proved logical thinking, well-organized capacity, and attention to details;
* Proactive and willing to learn new things;
* Ability to work under pressure and to be flexible to handle multi-tasks
* Background in Law, Economics, Accounting/Finance, or Business Administration