

Job Vacancy

Coordinator - Procurement, Fleet, Office Maintenance

The Coordinator - Procurement, Fleet, and Office Maintenance is responsible for leading efficient procurement, fleet management and logistics processes within Marie Stopes International Cambodia (MSIC). The role has additional responsibilities in managing business processes including office insurances and building maintenance. The position will lead these outputs across all operating channels including centres, offices and projects within MSI Cambodia.

Job Title:	Location:	Reporting to:	Probationary Period:
Coordinator - Procurement, Fleet, Office Maintenance	Phnom Penh (occasional travel outside PP)	Director Finance & Support Services	3 months

MSI Reproductive Choices is a global social business providing sexual and reproductive health services, with a particular focus on ensuring access to contraception and safe abortion services. Our team of professionals are passionate about the work they do in communities across 37 countries. Marie Stopes International Cambodia (MSIC) was established in 1998 and operates seven reproductive health clinics, a network of Marie Stopes Ladies (independent private sector facilities) and a SRH helpline/contact centre. In 2021, MSIC provided services to over 50,000 women and men in Cambodia. The primary responsibility of this role is to further the **MSI Vision: A world in which every birth is wanted** and its **Mission** of ensuring the individual's right to: **Children by choice, not chance.**

It is a role requirement that the job holder must fully comply with, promote and live **MSI Reproductive Choices' Core Values**

Mission Driven	Client Centred	Accountable	Courageous
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Key Responsibilities

Procurement Management

- Manage effective procurement processes across the organisation including implementing policies and guidelines for ensuring cost effectiveness, quality and compliance with MSI Global requirements and MSIC Procurement Manual.
- Actively promote the procurement function within MSIC including the development and delivery of training, and improvement of the skills of staff involved in purchasing.
- Develop and implement an annual procurement plan to meet the requirements of each business unit and project
- Build partnerships with and maintain an up to date and broad preferred/approved suppliers list for key purchases
- Lead the tendering, evaluation, placement and monitoring of a portfolio of corporate contracts including project and clinical for medical and non-medical material, and external refurbishments, ensuring all processes are managed in line with appropriate practise
- Monitor supplier contracts to ensure they are reviewed and extended in a timely manner where needed or appropriately manage the contract end process.
- Maximise technology to enhance performance: oversee effective use of Inflow and use it for managing procurement processes

Fleet/Vehicle Management

- Responsible for the management of country transportation, assets and drivers in accordance with MSI Global Fleet mandatory policy standards for country programmes ('the what'); and fleet procedures ('the how')
- Fleet controls implemented to ensure vehicles are well maintained and serviced regularly
- Proactively implement the performance management cycle for fleet management to enable efficient systems including monthly reporting, regular fleet quality assessment; annual SMT-level review against fleet key performance indicators
- Ensure vehicle incident reporting in place and regularly review vehicle incident reports and promptly prepare action plans or recommendations to be submitted to the Finance and Support Services Director
- Maximise technology to enhance vehicle utilisation: e.g. use Tracpoint, GIS, ID tags, Sharepoint Efficiently arrange all staff travel requests and maintain an electronic vehicle movement systems to monitor staff travel within Cambodia

Office Maintenance and Logistics

- Maintenance of business insurances (fire, theft etc.) to ensure the organisation has appropriate and cost-effective insurance cover at all times
- Ensure maintenance plans are in place for MSIC equipment and assets (working with Director of Clinic Business) to ensure working equipment is available at all times or necessary repairs/replacements are managed efficiently
- Oversee any refurbishments, renovations and equipment upgrades for support office and centres to ensure they are efficiently managed
- Ensure all logistics requirements are managed efficiently and effectively across the organisation
- Maintenance of CCTV and other office security systems (in coordination with IT Manager)

Management with result focus

- Work across the organisation and with key team members to deliver plans across all departments
- Lead and manage the activities of your team, including staff management and capacity building, to ensure key priorities are achieved and that organisational risks are identified and actively managed.
- Attend all relevant project working group, committee and other internal meeting as required
- Uphold all Marie Stopes policies including Anti-Fraud, Due Diligence, Anti modern-slavery and Bribery and Child Protection.

Support Office Management

- Supervision and full responsibility for all office administration needs including maintenance and provision of office supplies.
- Monthly purchase of office and refreshment supplies for the office's usages.
- Prepare the monthly offices' facilities payments including rent, staffs' transportation and utilities expenses for approval by the Finance Department.
- Manage cleaner from agency to ensure office are tidy.
- Provide friendly customer service to guests calling and arriving at support office.

Qualification/Skill and Experience:

Qualification:

- A Bachelor or Masters degree or equivalent experience in a relevant field.
- Fluent in Khmer both oral and written (high level)
- English oral and written (medium level and willingness to improve)

Experiences:

- Solid experience in implementing and following procurement processes, systems and regulations
- At least 3 years of practical experience in coordinating logistics and operations or similar
- Experience facilitating customs clearances, tax exemptions and managing licenses (e.g. drug licenses) desirable
- Demonstrated leadership and good coordination skill, creative thinking and analytical skills
- Proven customer service attitude and delivering strong internal customer service
- IT literate, knowledge of Inflow or Tracpoint an advantage
- Solution focused
- High level project management skills and the ability to manage multiple projects within tight timeframes
- Approachable with strong interpersonal & listening skills
- Strong attention to detail and cares about accuracy of information
- The highest levels of integrity, strong ethical sense

This role is a great opportunity to contribute your skills and commitment to a rewarding project in an emerging health sector of significance.

We are committed to Child and Adult Safeguarding and Protection from Sexual Exploitation and Abuse. Please note, appointment to this position is subject to the outcome of background checks. We are an equal opportunity employer – women and persons with disabilities are strongly encouraged to apply.

Please visit <http://www.mariestopes.org.kh/Career> or contact our Human Resources Team for a detailed job description. Interested and qualified candidates should send applications (CV and a cover letter) to hrd@mariestopes.org.kh or alternately via post to: **Marie Stopes International Cambodia (MSIC) Head Office, Address: Phnom Penh Centre, Building F, 1st Floor, Sothearos Boulevard, Sangkat Tonle Basac, Khan Chamkarmorn, Phnom Penh, Tel: 017343426 / 010887075.**

Only short-listed candidates will be contacted.

Closing date for applications is **9th November 2022.**