

## **Sourcing Specialist - Grants, PNS & Corporate Partnerships**

Location: [Asia & Pacific] [Sri Lanka]

Town/City: Colombo - 09

Category: Supply Chain

World Vision is a Christian relief, development and advocacy organisation working with children, families and communities to overcome poverty and injustice. World Vision is dedicated to working with the world's most vulnerable people regardless of their religion, caste, gender or ethnicity. World Vision has been in Sri Lanka since 1977 and currently works through 34 development and relief programmes in 16 Districts across the country.

At World Vision we are passionate about children and committed to bringing fullness of life to the most vulnerable and disadvantaged. Every day for forty years, that is what our team at World Vision has been doing.

We are currently looking for dynamic & creative individuals to join us in our journey of caring.

### **Sourcing Specialist – Grants, PNS & Corporate Partnerships**

#### **Locations – Colombo**

#### **Job Profile**

To effectively manage the Supply Chain function in line with World Vision's procedures in order to support timely implementation of World Vision Programs / Projects / Grants that will have the greatest impact on process improvement, simplification, standardization and cost containment thus ensuring the achievement of the Child Well Being Outcomes and donor expectation.

## Major Responsibilities

- Participate in developing functional strategy through understanding and capturing donor requirements
- Engage with Partners / International Resource Development & Management (IRDM) team in procurement planning process
- Execute the market assessment and supplier pre-qualification process as per the set guidelines and supervise assessments at national level
- Monitor and complete contract close-out, extension or renewal, as appropriate for the assigned commodities
- Ensure day to day procurement operations are managed smoothly, in compliance to policies and procedures
- Monitor performance of key indicators (provision spent, spent through contracts, on time payment and saving %), conduct root cause analysis of low performing areas and develop plans to improve those indicators
- Adherence to process, procedure and policy in fulfilling procurement needs
- Ensure procurement related risks are identified, recorded and mitigation measures are taken
- Coordinate, participate in, and/or train other department staff on WVI procurement policies, processes, systems and donor requirements
- Prepare general and detailed guidelines for the required systems

## **Required qualifications, experience & competencies**

- At least 5 years' experience in sourcing and contract management
- Familiar with modern purchasing methods & procedures, category profiling, supply market assessments, supplier relationship management, price analysis (bundling and unbundling), etc.
- Knowledge of procurement guidelines for grants and current and latest trends
- Experience in working for a grant funded project and experience with partner management
- Bachelor's Degree in Supply Chain Management, Business Administration or any related field
- Part professional qualification in Accounting, Business Administration, Supply Chain Management from a reputed professional body
- Ability to read, write & speak in English, Sinhala and knowledge of Tamil will be an added advantage
- The position requires ability and willingness to travel domestically up to 25% of the time

World Vision Lanka offers a competitive remuneration package based on individual competence and skills. If you meet the required criteria and wish to apply for this or any of the available vacancies, select the position you wish to apply for & submit your **on-line application** with your CV and details of three non-related referees on or before the given closing date.

***Only short listed candidates will be notified.***

