

Sourcing Specialist - National Office

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

Location – 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 Programmes/Projects that will have the greatest impact on process improvement, simplification, standardization and cost containment thus ensuring the achievement of the Child Well Being Outcomes.

Major Responsibilities

- Participate in developing Functional Strategy through understanding and capturing stakeholders' needs
- Establish and communicate priorities based on customer needs. Contribute to cross-functional planning activities
- Ensure sourcing steps are properly followed for all assigned categories, at all levels of operations including partners
- Manage contracts and supplier relationships resolving any contract related disputes
- Manage Day to Day procurement operations are managed smoothly, in compliance to policies and procedures
- Analyse industry trends and market competitions to develop business improvement initiatives
- Adherence to Process, Procedure and Policy in fulfilling procurement needs
- Ensure procurement related risks are identified, recorded and mitigation measures are taken
- Ensure direct reports and partners are clear on World Vision policies, processes and other procurement related guidelines

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.

- Strong contract negotiation skills and experience working with legal for complex contracting processes
- Knowledge on Procurement guidelines for Grants and current and latest trends on same
- Bachelor's Degree in Supply Chain Management, Business Administration, Operations Management, Finance or any related field OR Higher National Diploma in Supply Chain Management (study course exceeding 12 Months or more) with 10 years Sourcing and Contract Management
- Communication skills 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.