

Regional Sourcing Coordinator

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.

Regional Sourcing Coordinator

Locations – Valachchenai, Gampola, Rideegama

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

- Understand the department's business requirements and apply in the day to day work
- Ensure customer purchasing requirements are fulfilled through pro-active planning of sourcing steps
- Ensure sourcing steps are properly followed for all assigned categories
- 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 (Average volume of USD 0.5 million per year)
- Collect and analyze organization-wide data to support decision-making
- Adherence to Process, Procedure and Policy in fulfilling procurement needs
- Ensure procurement related risks are identified, recorded and mitigation measures are taken
- Collect and collate useful data which can be used to improve the general systems established and communicate this information to immediate Supervisor

Required qualifications, experience & competencies

- At least 3 years' experience in strategic sourcing and contract management
- Familiar with modern purchasing methods & procedures, category profiling, supply market assessments, supplier relationship management, price analysis (bundling and unbundling), etc.
- Contract negotiation skills and experience working with legal for contracting processes

- Knowledge on Procurement guidelines for Grants and current and latest trends on same
- 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
- Communication skills in English, Sinhala and knowledge of Tamil will be an added advantage
- The position requires the ability and willingness to travel domestically up to 50% 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.