



VACANCY ANNOUNCEMENT

Drive Procurement Excellence with CARE in Vietnam!

About the position

CARE in Vietnam is looking for a **Procurement Specialist** to manage assigned procurement activities and provide senior operational and technical support to the procurement function. The position will help ensure the timely, compliant, transparent and cost-effective sourcing of goods and services to meet organizational and program needs.

Reporting directly to the Procurement Manager (PM), the Procurement Specialist independently manages assigned procurement activities and provides senior operational and technical support to ensure the timely, compliant, transparent, and cost-effective acquisition of goods and services. The position takes ownership of routine, medium-complexity, and delegated complex procurement processes and reviews procurement documentation within assigned authority. As the Manager's designated operational backup, the Specialist coordinates day-to-day procurement workflow during periods of absence or peak workload, within formally delegated authority and with appropriate escalation of matters outside that authority.

The role also leads the review and improvement of procurement systems, processes, workflows, and tools; develops and maintains Standard Operating Procedures (SOPs), templates, and service standards; and supports their effective implementation across the organization. Through these responsibilities, the position reduces the Procurement Manager's operational workload while strengthening procurement efficiency, consistency, compliance, value for money, and service quality.

Key responsibilities

1. Procurement Operations, Strategic Sourcing and Contract Management (50%)

- Independently manages end-to-end procurement processes for assigned routine, medium-complexity and delegated complex requirements, including procurement planning, market research, sourcing strategy, solicitation, purchase order processing, supplier evaluation, negotiation, contract award, and contract administration.

- Ensures assigned procurement activities are completed in a timely, transparent, compliant and cost-effective manner in accordance with CARE policies, donor requirements and delegated authority.
- Prepares complete and accurate procurement documentation including solicitation documents, Summary Bid Analysis (SBA), Selection Memos (SM), contracts, Purchase Orders, and supporting records.
- Independently reviews procurement documentation prepared by other team members within assigned thresholds and delegated authority to ensure compliance, quality, consistency and audit readiness
- Leads supplier negotiations for assigned procurement processes and identifies opportunities for savings, cost avoidance and improved value for money.
- Provides procurement advice to Programs, Budget Holders, and other stakeholders during procurement planning and implementation.
- Provides technical guidance and coaching to Procurement Officer, Assistant, and project focal points on sourcing approaches, documentation standards, procurement procedures and donor requirements.
- Manages assigned complex, sensitive, high-value, or high-risk procurement cases and escalate material risks, exception or decisions outside delegated authority to the PM and/or Head of Program Support (HoPS) for informed decision-making.
- Tracks procurement progress, lead times, saving, cost avoidance, and value-for-money outcomes for assigned procurement activities.

2. Process Improvement, SOPs, Framework Agreements, Vendor Management (25%)

- Leads periodic reviews of procurement systems, processes, workflows and practices to identify bottlenecks, duplication, control gaps and opportunities for improved efficiency and compliance.
- Develops, updates and maintains procurement SOPs, process maps, guidelines, checklists, templates, standard documents and service standards, subject to approval by the PM and other authorized stakeholders.
- Consults Procurement, Programs, Finance, the Shared Services Center and other users when designing or revising procurement processes and tools.
- Recommends and supports the implementation of process simplification, standardization, digitalization, automation and appropriate AI-enabled solutions to reduce procurement lead times, strengthen controls and minimize repetitive activities.
- Supports the rollout of approved procedures and tools through communication, orientation, training and practical guidance to staff and relevant partners.
- Monitors the adoption and effectiveness of approved process improvements using procurement data, performance indicators and user feedback.
- Maintains version control and a central repository of current procurement SOPs,

templates, guidelines and tools.

- Identifies categories suitable for Framework Agreements (FAs) and leads their establishment, renewal, retendering and operational management. Monitors FAs utilization, expiry dates, supplier performance, service quality, savings and efficiency gains.
- Supports PM in coordinating operational inputs to annual vendor performance reviews and follow up agreed actions with suppliers and internal stakeholders.

3. Manager Backup, Workflow Coordination & Financial / Project Closure Support (10%)

- As a direct report to the PM, acts as the Manager's designated operational backup during periods of absence or peak workload, within formally delegated authority.
- When delegated, coordinates day-to-day procurement priorities, workflow, task allocation and status follow-up to support continuity and timely delivery.
- Addresses urgent operational procurement issues and escalate significant risks, exceptions, sensitive matters and decisions outside delegated authority to the PM and/or HoPS.
- Works closely with Regional, the Shared Services Center (SSC), Finance, Programs and Budget Holders to ensure timely completion of procurement-related transactions.
- Monitors outstanding contracts, purchase orders, accruals, advances and supplier payments and other procurement actions requiring follow-up.
- Supports month-end, quarter-end, year-end and project close-out processes.
- Ensures procurement files and supporting documentation are complete and available for reporting, audits and project closure.
- Maintains appropriate segregation of duties and do not approve transactions for which the Specialist has acted as the buyer or principal preparer.

4. Compliance, Risk Management & Audit Readiness (10%)

- Ensures assigned procurement activities comply with CARE policies, donor requirements, ethical standards, applicable regulations and internal controls.
- Identifies procurement supplier, contractual and operational risks and recommend appropriate mitigation measures.
- Maintains complete, accurate, and audit-ready procurement records and documentation.
- Supports internal audits, external audits, donor reviews, and other procurement compliance assessments.
- Coordinates and follows up corrective actions arising from procurement reviews and audits, escalating delays or material concerns to the PM and/or HoPS

- Contributes to procurement capacity building and awareness sessions for staff and relevant partners.
- Refers suspected fraud, misconduct, conflicts of interest or serious compliance concerns promptly through the appropriate organizational channels.

5. Safeguarding, gender & inclusion (5%)

- Complies with CARE's policies and standards on Safety & Security, Safeguarding, Gender Equality, and Inclusion
- Promotes gender equality, social inclusion, and non-discrimination in all technical activities and engagements with partners and communities
- Supports project partners in strengthening safeguarding practices, including contributing technical inputs to capacity strengthening efforts, as required
- Upholds ethical standards and adhere to CARE's Code of Conduct, including zero tolerance for sexual harassment, exploitation, abuse, and neglect
- Contributes to maintaining a safe and secure working environment through awareness, risk identification, and timely reporting in line with organizational procedures

Qualifications and Experience

Minimum Requirement

- Bachelor's degree in Business Administration, Logistics, Supply Chain, Finance, Accounting, Economics or related field
- Minimum 5 years of progressive experience in procurement, sourcing, contract management, supply chain, or related functions, including experience managing complex, high-value, or strategic procurement activities.
- Demonstrated experience reviewing procurement processes and developing or improving SOPs, workflows, templates, controls, or service standards.
- Strong analytical, negotiation, communication, stakeholder management, and problem-solving skills.
- Ability to manage multiple priorities and work effectively under tight deadlines.
- Proficiency in English and Microsoft Office applications.
- Demonstrated ability to utilize AI tools and digital technologies to improve productivity, analysis, reporting, and decision-making.

Desirable:

- Experience working in a development program, donor-funded project or international NGO.

- Experience in Framework Agreement management, procurement efficiency, or cost-saving initiatives.
- Experience supporting audits and compliance reviews.
- Experience using procurement, contract management, financial, or other business management software.

How to apply

Applications will be reviewed on a rolling basis, and early applications may be prioritized due to the time-sensitive recruitment schedule

APPLY HERE: <https://forms.cloud.microsoft/e/Bx2qiH6jVw?origin=lprLink>

<https://forms.cloud.microsoft/e/Bx2qiH6jVw?origin=lprLink>

We invite **Vietnamese candidates** to submit their application package in **English** through the [LINK](#) above no later than **5:00 PM (Hanoi time), 13 October 2026**. Please ensure that your application is prepared according to the following requirements:

- **Cover Letter and Curriculum Vitae (CV)** should be combined into **ONLY ONE PDF file**.
- **File name format:** *Procurement Specialist_Your Full Name*

Kindly ensure that all information provided is complete and accurate. Incomplete applications or applications submitted after the deadline may not be considered. **Only shortlisted candidates will be contacted for the next stage of the recruitment process.**

Thank you for your interest in joining CARE in Vietnam. We look forward to receiving your application.

Since 1989, CARE in Vietnam has partnered with a wide range of organizations to implement over 300 impactful projects across the country. We believe that true sustainable development can only be achieved by addressing the root causes of poverty, social injustice, and inequality. In collaboration with our partners, we are committed to empowering women and their communities—whether smallholder farmers, workers, or owners of micro and small enterprises—by enhancing their skills, confidence, and capacity to engage in economic development, adapt to climate change, and strengthen their resilience to natural or major disasters. Together, we aim to foster a society where development is inclusive, equitable, and accessible to all.

CARE participates in the Inter-Agency Misconduct Disclosure Scheme. In line with this Scheme, we hereby request information from the candidate's previous employers about any findings of sexual exploitation, sexual abuse and/or sexual harassment during employment, or incidents under investigation when the candidate left employment. All offers of employment are subject to

satisfactory references and appropriate screening checks. By submitting an application, the job applicant confirms his/her understanding of these recruitment procedures.

Safeguarding & Inclusion

CARE is committed to **gender equality, diversity, inclusion, and safeguarding**. All staff are expected to uphold CARE's Safeguarding Policy, Code of Conduct, and contribute to a safe, respectful, and inclusive working environment.

CARE is an Equal Opportunity employer. We provide equal employment opportunities to all employees and qualified applicants for employment without regard to race, color, sex, religion, ancestry, national origin, age, disability, marital status, or veteran status, or any other characteristics protected under applicable law