



អង្គជំនុំជម្រះវិសាមញ្ញក្នុងតុលាការកម្ពុជា

Extraordinary Chambers in the Courts of Cambodia
Chambres extraordinaires au sein des tribunaux cambodgiens

**ព្រះរាជាណាចក្រកម្ពុជា
ជាតិ សាសនា ព្រះមហាក្សត្រ**

Kingdom of Cambodia
Nation Religion King

Royaume du Cambodge
Nation Religion Roi

JOB DESCRIPTION

POSITION INFORMATION

Functional Title: Procurement Assistant
Post Level: GS-6
Reports to: Associate Procurement Officer
Location: Extraordinary Chambers in the Courts of Cambodia, Phnom Penh (ECCC)

BACKGROUND

The Extraordinary Chambers in the Courts of Cambodia (ECCC) is tasked to bring to trial senior leaders of the Democratic Kampuchea and those who were most responsible for the crimes committed during the Khmer Rouge regime from 17 April 1975 to 6 January 1979.

DUTIES AND RESPONSIBILITIES

Under the overall guidance of the Acting Director of Office of Administration and direct supervision of Associate Procurement Officer, the Procurement Assistant is responsible for the effective delivery of procurement services to ECCC. The Procurement Assistant promotes a collaborative, client focused, quality and result oriented approach in the Procurement Unit. Specific responsibilities and duties include, but are not limited to;

- Assistance with the preparation of Request for Quotation, Initiations to Bid, Requests for Proposal and co-ordination of their timely dispatch by fax and messenger;
- Assist the Associate Procurement Officer in maintaining current up to date Procurement documents and Manuals
- Routing copying and circulation of quotes, bids and proposal for evaluation;
- Researching pricing obtaining quotes locally on low value items;
- Interpretation from English to Khmer and assistance at meeting between the Associate Procurement Officer and vendors;
- Assist with the coordination with the selected bidder to ensure completion of administrative processes including Bid Security, contract award notice and that contract documents are distributed accordingly.

- Assist with managing the administrative process throughout the duration of the preparation of the all documentation until the award of the contract
- Preparation of management information and statistical report;
- Receive the approved requisitions by Director of the Office of Administration and process the appropriate documents procedures for local or oversea purchases/Services/Contracts;
- Check and classify the precedence of the requisition and process as priority setting of the material needed.
- Process and appropriate document and forms for issuing the petty cash from the cashier;
- Coordinate with requestors and make sure the right materials needed. Find out the sample of material to be purchased if necessary;
- Provide purchased materials to the responsible receiving office and do all actions for completing the process.
- Maintain appropriated records to ensure that procurement process, decision, and contractual agreement are accurately documented for accountability and audit purpose.
- Perform other duties related field as assigned by supervisor.

COMPETENCIES

- Able to uphold and respect procurement ethics and to conduct activities with integrity.
- A team player who demonstrates patience, flexibility and honesty.
- Be willing and able to meet tight deadlines and work long hours when required.
- A self-starter, who is able to plan and manage his/her own work, takes initiative and strives to meet deadlines.
- Be able to work in a multicultural environment.

EDUCATION/EXPERIENCE/LANGUAGE REQUIREMENTS

- Completion of Secondary education required. A Bachelor's Degree in Business Administration, Management, Finance, Procurement, Logistics Management or a relevant field is an distinct advantage
- 3 to 4 years of progressively responsible experience in procurement.
- At least 1 year experience with ECCC, UN Agencies or an international organization is essential
- Knowledge of World Bank procurement procedures is highly desirable
- Good working knowledge of MS Office application (Word, Excel), email and able to easily navigate the Internet
- Khmer native and fluency in spoken and written English is require.

JOB DESCRIPTION CERTIFICATION

Incumbent (*if applicable*)

Name Signature Date

Supervisor

Name Signature Date

Chief of Section

Name Signature Date
