



Save the Children

Extension of applications.

Position for ni-Vanuatu nationals.

Procurement Officer

The Vanuatu Community-based Climate Resilience Project (VCCRP) is the largest community-based adaptation project ever delivered in the Pacific. Largely funded under the Green Climate Fund (GCF), it has been designed to reduce the climate-related vulnerabilities of communities across all 6 provinces of Vanuatu. It will increase communities' resilience to climate variability, extremes and change and build the adaptive capacity required to ensure communities can maintain a good quality of life in the face of climate change.

The VCCRP is a partnership between the Vanuatu Government through the Ministry of Climate Change Adaptation, Meteorology, Geo-Hazards, Energy, Environment and Disaster Management, and Save the Children Australia.

Where you come in:

In this full-time position, based in Vanuatu you will be responsible for planning, managing, implementing, and monitoring the activities of procurement function including procurement, assets, contract administration, inventory management, systems and procedures. You will be part of our International Programs Department and report to our Program Management Unit (PMU) Team Leader.

You will make an impact by:

- Acting as the key procurement focal point for all the program-related activities and interface with Save the Children Country Office in Vanuatu and other key implementing partners or stakeholders.
- Working closely with the procurement function within Ministry offices to ensure they are aware of and compliant with GCF policies, procedures, and standards
- Coordinating closely with the program implementation departments and program offices to ensure procurement plans are submitted on a timely basis.
- Ensuring that procurement is completed on time and that best value for money is attained.
- Ensuring SCA procurement policies are adhered to, and the necessary supporting documents are filed.
- Ensuring effective procurement operations are implemented from receiving requests to delivery of product or service to the end user are compliant with Save the Children and GCF policies, procedures, and standards, including safeguarding, safety and security, anti-fraud and anti-bribery.

Does this sound like you?

You have a keen interest to create change and want to share your knowledge to make this project successful. Additionally, a role in a climate change project is exciting for you, as you know it will impact people and their communities.



Save the Children

This role requires:

- You have a tertiary qualification in Procurement or Supply Chain Management in relevant or related discipline.
- Demonstrated years of experience in Finance, Logistics, Supply Chain or Procurement work environment
- You have experience in developing and implementing a procurement strategy to support development programs and coordination of resources to meet program objectives including logistics, procurement systems and/or transportation and distribution.
- You have experience in and/or knowledge of procurement systems and procedures.
- You have excellent planning, management, and coordination skills, with the ability to organize a substantial workload comprised of complex, diverse tasks and responsibilities.

Sound interesting?

We'd love to hear from you.

Applicants must send in their applications to Mr.Vanuatu@savethechildren.org.au All applications must include a cover letter, current curriculum vitae with contact details for three professional referees.

Applications close: **Tuesday, 1st November 2022, 4:30pm.**

Position Description – Procurement Officer

<https://www.pacificpeople.com/wp-content/uploads/2022/08/Position-Description-Procurement-Officer -Position-Description VanuatuGCF-1.pdf>

As the conduit to the Green Climate Fund funding, Save the Children is supporting the recruitment of staff for VCCRP on behalf of the Vanuatu Government. Save the Children is a child-safe organization and all personal on its programs are required to undergo Police Clearance, verbal reference checks and accept our Code of Conduct and Child Safeguarding policy.

VCCRP is dedicated to ensuring a workplace suitable for all people and can modify our recruitment processes to suit you – no matter your race, ethnicity, gender, age, disability, sexuality, neurodiversity, culture and beliefs.