

Job Position : Supply Chain and Admin Department Manager

WHO WE ARE

World Vision Foundation of Thailand is a Christian humanitarian, development and advocacy organisation devoted to improving the lives of children, their families and communities by tackling the root causes of poverty. With nearly 50 years of experience in the country, we help all people regardless of race, gender, and religion.

OUR SELECTION PROCESS

We embrace diversity, employing people from a variety of cultural and religious backgrounds. We take our child and adult safeguarding responsibilities seriously and we are committed to providing an environment that is safe for children. All successful candidates will undergo all required pre-employment checks which is inclusive of a criminal record check. Our stringent recruitment procedures make sure the safest and most suitable people work with the children in our programmes.

Come join our team in Thailand, be part of our more than 33,000 staff working in 100 countries and share the joy of transforming vulnerable children's life stories! Learn more about our work at worldvision.or.th

PURPOSE OF POSITION

The position is responsible for management of the Procurement, Admin and BSM. Work in close collaboration with the other operations/programs/departments to successfully deliver the service with the full compliance of World Vision policies and procedures.

Provide leadership to the Supply Chain team ensuring that the procurement of organizational resources is executed effectively, efficiently and economically.

Provide overall leadership to the Administration function ensuring that the national office is effectively supported and staff have a clean, secure and hospitable place to work.

World Vision Foundation of Thailand

MAJOR RESPONSIBILITIES

A. Supply Chain Management

1. Manage and administer the Procurement Department and staff to ensure that the operations and performance fully comply with Vision, Mission and Strategy of the organization
2. Generate efficient sourcing and category management strategies
3. Develop and ensure the implementation of the procurement policies and procedures including strategic sourcing to ensure the effectiveness, efficiency and transparency.
4. Efficient procurement business process is established for National, Cluster and Program level.
5. Supplier Management

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B. Office Administration

1. Manage BSM team and logistic staff to ensure that the operations and performance fully comply with Vision, Mission and Strategy of the organization

KNOWLEDGE, SKILLS AND ABILITIES

1. Bachelor's degree in Supply Chain Management, Logistics, Business Administration, or a related field
2. At least 3 years experience in senior position of procurement.
3. Proficiency in written and spoken English
4. Ability to solve complex problems and to exercise independent judgment.
5. Must be able to lead and manage a team.
6. Good working knowledge of computerized procurement systems is preferred. Must be computer literate in Microsoft Office programs.
7. Good communication skill.
8. Able to work on a cross-cultural environment with a multi-national staff.
9. Ability to travel within country, regional and internationally

As a child focused organisation, World Vision Foundation of Thailand is committed to the safeguarding of children, therefore any offer of employment is conditional upon the successful completion of applicable background checks, including a criminal records check.

By submitting your application, you understand and accept that World Vision Foundation of Thailand will process the data you provide for the purposes of your application and in accordance with the World Vision Foundation of Thailand - Job Applicant Privacy Notice.

Applicants are required to send a CV and cover letter via email to thanyarat_charndamnernkit@wvi.org. Applications will be reviewed on a rolling basis, with interviews scheduled with suitable candidates on a rolling basis. Any questions or requests for additional information can be directed to the emails above.

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หากท่านมีความสนใจสมัครงานกรุณาส่งประวัติของท่านมาที่

E-Mail: thanyarat_charndamnerkit@wvi.org

สอบถามข้อมูลเพิ่มเติมได้ที่: 02-0229200 ต่อ **151**

หรือที่ : <https://worldvision.or.th/work-with-us/>

