Call for Applications

Procurement and Logistics Officer

Organization

Socodevi is a Canadian network of cooperative and mutual enterprises that shares its technical expertise and practical know-how with partners in developing countries. Our mission is to improve the living conditions of the communities we support in a tangible and sustainable way.

Workplace

Hanoi, Vietnam.

Duration of assignment

December 2027 – December 2029

Contract Type

The position is for Vietnamese nationals only.

Project Description

The Procurement and Logistics Officer supports the effective implementation of the BLOOM project by coordinating procurement processes and providing administrative and logistical support to project activities.

The position is responsible for ensuring that procurement activities are anticipated, initiated and completed in accordance with Socodevi procurement policies and procedures, the applicable authorization matrix, donor requirements and internal control standards. The incumbent supports procurement and contracting processes from Purchase Requisitions through supplier selection, Purchase Orders, contract administration, delivery follow-up and procurement file management.

The position works closely with the Head of Finance and Administration, Accountant and the Technical team to facilitate timely procurement, proper documentation and smooth project implementation.

What Success Looks Like for Us

- Procurement plans and timelines are prepared proactively, rather than only when requested.
- Procurement files are complete, compliant and audit-ready.
- Tender and quotation processes are coordinated transparently, with clear records of evaluations and decisions.

- Suppliers, contracts and logistical arrangements are tracked systematically, with issues escalated early.
- Routine procurement and logistics processes are managed independently within delegated authority.

Reporting Lines

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- Head of Finance & Administration: line management, workload prioritisation, review of procurement documentation, financial controls and oversight of compliance.
- Headquarters Procurement Advisor: Ad hoc technical advice, interpretation of procurement policies, guidance on complex or higher-value procurement processes, and support to strengthen procurement quality and compliance.
- Country Director: overall oversight of the position within the country office, with involvement in escalated issues and decisions falling within the Country Director's authority

Specific Tasks and Responsibilities

Procurement Coordination and Contracting Support (60%)

- Coordinate procurement processes for goods, services and works required for project implementation
- Support procurement planning and ensure Purchase Requisitions (PRs) are properly prepared and approved
- Coordinate procurement activities in accordance with Socodevi procedures, applicable procurement thresholds and the authorization matrix
- Obtain quotations and liaise with suppliers and service providers to support timely and competitive procurement.
- Prepare and maintain procurement documentation using approved templates and procedures.
- Provide administrative support to Selection Committees and maintain evaluation records
- Prepare Purchase Orders and support contract administration and supplier follow-up
- Maintain procurement trackers and monitor progress against agreed timelines
- Follow up on deliveries, supplier documentation and outstanding procurement actions
- Ensure procurement files are complete, organized and audit-ready
- Report procurement delays, compliance concerns or documentation issues to management as appropriate

Administrative and Logistical Support (35%)

- Provide routine administrative support to project implementation activities
- Prepare correspondence, administrative documents and maintain filing systems in SharePoint
- Organize logistics for meetings, workshops, training activities and field missions
- Coordinate travel arrangements, venue bookings and service providers as required
- Maintain office inventories and supply records and coordinate replenishment
- Assist with the collection and organization of invoices, receipts, delivery notes and other supporting documentation
- Monitors and manages petty cash funds, ensuring accurate reporting and proper usage, and records all cash transactions in the accounting system to maintain accurate and up-to-date financial records
- Provide other administrative and logistical support required for project implementation

Compliance and Coordination (5%)

- Apply Socodevi procurement procedures, donor requirements and internal control standards
- Respect delegated authority, segregation of duties and confidentiality requirements
- Promote transparency, fairness and value for money in procurement activities
- Coordinate with the Head of Administration and Finance, and Technical team to anticipate needs and address procurement risks or bottlenecks

Professional Requirements

Education and Qualifications

- University degree in procurement, business administration, management, logistics or a related field
- Good understanding of procurement principles, documentation requirements and internal controls
- Good working knowledge of Microsoft Office, particularly Excel, Word and Outlook
- Good written and spoken English
- Familiarity with Vietnamese administrative requirements and procurement practices.

Professional Experience

- 3-5 years of relevant experience in procurement, purchasing, logistics, contract administration or administrative support.
- Practical experience obtaining quotations, coordinating suppliers and maintaining procurement documentation.
- Experience maintaining procurement files, procurement trackers and supplier records.
- Experience with donor-funded projects or international development organisations is an asset

Key Competencies

- Strong organizational skills and attention to detail.
- Ability to manage multiple procurement processes and meet deadlines.
- Ability to apply procurement procedures, approval authorities and documentation requirements.
- Integrity, impartiality and commitment to transparent procurement.
- Effective communication, coordination and follow-up skills.
- Ability to work independently within established procedures and delegated authority.

Working Conditions

- **Work Schedule:** Monday to Friday, with occasional evening and weekend work as needed.
- **Flexible Work Arrangements:** Socodevi supports flexible work options, including work from home, adjusted hours, and job sharing, where feasible.
- **Contract Type:** 12-month full-time employment contract, with strong potential for extension.
- **Workplace:** Based in Hanoi, with occasional travel to Tuyen Quang and Dak Lak provinces.

Socodevi Core Values

At Socodevi, we are committed to advancing gender equality and building an inclusive, respectful, and safe work environment for both the communities we serve and the people on our team. We welcome applications from women, ethnic minorities, and individuals with disabilities, and actively support flexible work arrangements, including job sharing, remote work and adjusted hours. We recognize that diverse perspectives and lived experiences strengthen our work, and we are committed to ensuring accessibility and equity at every stage of employment.

All staff are required to sign the Code of Conduct and the Policy Against Fraud and Corruption on an annual basis. The Code of Ethics, Safeguard Policy, and Anti-Terrorism Policy are to be signed once upon hiring.

How to Apply

Please click on this link to access the online application form Your CV and cover letter should clearly describe your experience in procurement, logistics and administration.

Applications by email will not be accepted. Only short-listed candidates will be notified.

Socodevi offers a competitive compensation package, with offers based on the relevant experience and qualifications of the selected candidate. The closing date for applications: **Sunday November 15th, 2026 at 5:00 PM Hanoi time**