



JOB DESCRIPTION
Procurement and Facility Officer
Hanoi – Viet Nam

Humanity & Inclusion (HI), Legal name Federation Handicap International, is an independent and impartial aid and development organisation with no religious or political affiliations operating in situations of poverty and exclusion, conflict and disaster. We work alongside people with disabilities and vulnerable people to help meet their essential needs, improve their living conditions and promote respect for their dignity and fundamental rights.

Since the organisation was first founded in 1982, we have set up development programmes in 62 countries and responded to many emergencies. Today we have a budget of around 150 million euros, with 3.500 employees worldwide.

HI is engaged in an employment policy that promotes non-discrimination principles and the rights of all applicants and staff, including persons with disabilities. For further information about the association: www.hi.org.

Contextualization

HI was opened in 1989 in Vietnam. Over the following years, at the request of its Vietnamese partners – in particular different government ministries and provincial institutions - HI provided technical advice on disability prevention and physical rehabilitation projects. Today, the organization is building the technical skills of rehabilitation teams (doctors, physiotherapists, and social workers) and providing the needed equipment. Currently, there are 3 projects being implemented in the Hanoi capital, and central-southern provinces with 6 sub-award partners. Our main donors are Depart of States (formerly: USAID) and EU.

Procurement and Facility Officer is a key player in the implementation of HI's logistics standards such as Logistics planning, purchasing-supply-transport, vehicle fleet, stock, equipment, premises, safety, and archiving management, etc.

Line manager: Reports to the Country Logistics Manager.

Duty Station: Hanoi capital, Viet Nam

Starting date: It is expected from beginning of March 2026

Missions / Responsibilities:

Procurement accounts for 60% and Facility for 40%

Mission 1: Contribute to Strategy and steering

- Contribute to drafting, and revising the Logistics StratOp by reporting risks and proposing solutions in the area of her/his responsibility to the Country Logistics Manager
- Contribute to developing and contextualizing the adapted logistics procedures
- Drafts the incident reports when relevant;
- Prepare, update, and share logistics reports (PMC, CMC, VMC, etc.) on set schedules and analysis data on a dashboard;
- Participate in the preparation of the yearly budget regarding expenses related to HI office structure
- Contributes to internal control within his or her area of responsibility and implements the corrective actions identified.

Mission 2: Implement HI's standard and accountability within his/her area of responsibility

- Ensures compliance with Logistic and other HI standards with regard to policy, processes, and tools of HI and institutional donors
- A main contributor to response to Logistic audit
- Implement **LINK** platform by updating it regularly and ensure archiving in the system in order to have completed purchase files
- Provide support to other **LINK** users to ensure its smooth operations

Mission 3: Operational implementation of logistics**Responsibility 1: Carry out efficient management of Logistics planning**

- Identifies regular requirements related to logistics (donors, supply, transport, communication customs, etc.)
- Evaluate the capacities of the available and mobilizable logistics resources in his/her areas
- Contribute to establishing a resource plan to run a project
- Takes part in defining the procurement strategy such as identifying markets, applicable procurement procedures, and establish priority to perform all appropriate preparations necessary for the supply (procurement schedule)
- Monitor the supply plan deadlines and issue reminders as necessary
- Sourcing of the supply through extended local and non-local searches (call for interests)
- Maintain supplier database, price list, and availability
- Maintain partnerships with suppliers to facilitate resolving procurement problems

Responsibility 2: Carry out efficient management of the procurement

- Review all incoming requests for compliance with the procurement procedure and the needs are well-understood
- Obtaining quotations
- Review and analyze bids/quotations to recommend the best-qualified supplier to a committee
- Request for validations from internal stakeholders according to the Designated Purchase Signatory Table
- Prepares purchasing documents (RFQ, Summary Bid analysis, Bridger check form, Purchase Order/Purchase Contract/ Framework Order, Framework Agreement, Delivery Note/Reception Note, and Request for Payment) and arching all the documents digitally
- Follow up closely with the suppliers, keep the status of the purchase up-to-date in the Link system and report to the project if needed
- Quality and quantity check for purchased items/services
- Handover the requested items/services to the requester at the right time and right place smoothly
- Ensure monthly payment relating to recurrent purchases (courier, transportation, office renting, air tickets, hotel, office supplies and etc.) to Finance Dept. is timely
- Manage all suppliers related to office service including monitoring supplier performance, and contract validity and ensuring the timely contract extension/renewal

Responsibility 3: Ensure efficient management of HI equipment/assets

- Ensure that the Equipment Monitoring Chart (EMC) is accurate and up-to-date
- Make sure new equipment has equipment identification code
- Periodically physically check and verify the equipment/asset/general asset list
- Prepare adequate documentation that justifies the change of status of equipment (certificate of donation, certificate of sale, certificate of loss, etc.) and ensure they are approved by the Country Logistics Manager,
- Ensure the General Asset List is up-to-date
- Leading under the supervision of the Country Logistics Manager in the disposal process (internal/external bid, sale as recycling, destruction, etc.)
- Facilitate with RITM and/or external service provider for equipment maintenance/repairing
- Coordinate with RITM/CLM to allocate equipment to users
- Ensure that concerned staff receives training on properly using specific equipment (laptops, etc.).

Responsibility 4: Ensure correct management of premises and other general facility

- Ensure that HI premises (offices and international staff's accommodations if any) are safe and secure, proceed to regular security assessment and propose solutions when a risk is identified,
- Be the focal point for problems that arise in HI premises (HI offices and staff accommodation if any) and propose and/or provide effective solutions to those problems,
- Performing routine inspections in the office and making repairs as needed
- Supervise the work done by external service providers (maintenance and reparation, cleaning of HI premises),
- Supervise the follow-up of HI premises' contract (offices and international staff's accommodation) and anticipate the renewal or the termination of these contracts, on request identify potential new premises for rental
- Carry out travel booking (bus ticket, air ticket, accommodation) in the country
- Forecast the needs for stationery and office supplies, stock monitoring report is up-to-date and accurate

Mission 4: Emergency preparedness and response

- Contributes to the programme's emergency preparedness actions and, during an emergency response, adapts his/her working practices to help facilitate an effective humanitarian response by HI

Other mission: The Procurement & Facility Officer could be asked to undertake any other duties requested by the Country Logistics Manager

Professional Skills:

Professional skills:	Knows	Practices	Proficient	Expert
Purchasing			✓	
Procurement			✓	
Planning			✓	
Stock Management		✓		
Safety		✓		
Security	✓			
Transport management			✓	
Risk management		✓		
Internal control		✓		
Information security management		✓		
Use of the Information System			✓	
Maintenance	✓			
Donor management		✓		
Financial and budget management	✓			

Emergency preparedness and response skills

	Knows	Practices	Proficient	Expert
Emergency response		✓		
Humanitarian monitoring and Emergency Preparedness		✓		

Other professional skills

	Knows	Practices	Proficient	Expert
Financial and budget management	✓			
Donor management	✓			
Programme mgt: Planning, monitoring and coordination	✓			

Other skills (Cross - sector skills base)

	Knows	Practices	Proficient	Expert
Frameworks and references		✓		
Office and collaborative tools		✓		
Stress management		✓		
Collaborate in a global organization		✓		
Language (English)			✓	
Microsoft Office (Word, Excel, PowerPoint...)			✓	

Profile Requirements:

- Bachelor's degree in Economics& Business Administration, or a related field; or an equivalent professional qualification.
- Minimum of 4 years of relevant experience in procurement, supply chain and office/facility administration.
- Strong procurement skills, including contracting, market analysis, and supplier management.
- Good knowledge and practical use of MS Office applications (Word, Excel, Outlook, PowerPoint).
- Experience working with an international NGO, multilateral agency, or donor-funded project (preferred).
- Excellent interpersonal and communication skills.
- Strong organizational abilities and capacity to manage multiple tasks.
- Ability to work both independently and as part of a team.
- High attention to detail and accuracy.
- Fluency in written and spoken English.

CONDITIONS OF THE POSITION:

- Type of contract: Fixed term contract
- Working station: Ha Noi capital, Viet Nam
- Wage: According to profile and experience

TO APPLY: Only online by joining a CV and cover letter via the following email: recruitment@vietnam.hi.org.

Closing date for applications is **January 23rd, 2026**. Only short-listed candidates will be notified.

Humanity & Inclusion (HI) is an equal opportunity employer. Women and people living with disabilities are strongly encouraged to apply. HI promotes and upholds the principles of equal opportunities and its policies (PSEAH, Child Protection etc). HI has a zero-tolerance approach to any harm to, or exploitation of, a vulnerable adult or a child by any of our staff, representatives or partners. Recruitment to all jobs in HI includes, in particular, criminal record checks and the collection of relevant references.