SENIOR PROCUREMENT COORDINATOR

The Wildlife Conservation Society (WCS) is an international non-governmental organisation committed to working with communities, government, and other partners to manage wildlife and wild places for biodiversity and human well-being. WCS PNG is recruiting for a **Senior Procurement Coordinator** responsible for coordinating general procurement within PNG Country program, to maintain an effective and efficient administration system implementation. This will include Goroka office and other field project offices. The position is full-time and will be based in Goroka, Eastern Highlands Province.

Main Responsibilities:

1. **Procurement System & Process Improvement**
   - Review and adapt the WCS Global Procurement Policy/Guidelines to the local context.
   - Standardize procurement-related forms and formats.
   - Finalize and implement procurement procedures/process maps and provide staff orientation.
   - Maintain and manage the vendor roster, fostering strong supplier relationships and providing orientation.
   - Develop an annual procurement plan for all WCS PNG offices as well as specific procurement plan from restricted donors.
   - Establish centralized/bulk purchasing systems where feasible.
   - Maintain a purchase requisition (PR) register for tracking and documentation.
   - Oversee the selection of preferred annual suppliers, and long-term service contracts.
   - Implement and manage a purchase order (PO) and contract management system.
   - Facilitate and manage relationships with credit suppliers.
   - Develop and enforce standard procedures for selecting consultants.
   - Ensure an emergency procurement process is in place.
   - Maintain digital records of all procurement-related documents.

2. **Procurement Management**
   - Identify, specify, and analyse procurement needs.
   - Coordinating admin/procurement team to acquire goods, works, and services in a timely, efficient, and compliant manner. This includes ensuring the right specifications, quantity, quality, supplier, cost, location, and timing for all procurements.
   - Establish standard sourcing methods and supplier selection criteria.
   - Issue purchase orders and contracts while ensuring compliance with WCS and donor procurement policies.
   - Receive and inspect goods, works, and services (GWS) to ensure quality and compliance.
   - Track orders and share progress updates with relevant stakeholders.

3. **Procurement Monitoring & Quality Control**
   - Maintain and update a procurement tracker.
   - Conduct market research to identify new suppliers, market trends, and innovations.
   - Monitors the delivery of goods, works, and services to ensure timely fulfilment,
   - Prepare purchase vs. distribution reconciliation reports.
   - Coordinate with the finance department to monitor and facilitate supplier payments.
   - Implement cost-saving initiatives and analyse procurement data to identify cost-reduction opportunities.
   - Prepare and distribute monthly procurement reports (Plan vs. Actual).
   - Identify and mitigate procurement risks.

4. **Additional Responsibilities**
   - Provide support to the Operations Team as required.

Key Selection Criteria

Education/Credentials

- Minimum bachelor's degree in business management / supply chain management OR; bachelor's degree in any disciplines with minimal 5 years of professional working experience in procurement and supply chain

Experience

- Minimum 3 years of experience in procurement and its related disciplines. Exposure to non-profit sector (NGO, International organizations) is an added advantage

- Experience in managing procurement with multi-donor funding and multiple procurement regulation from different donor is an added advantage.
- Experience in marketing, working with suppliers and supply chain.
- Experience in the most current technologies and products used in the industry.

Critical Knowledge, Skills, and Abilities

- Able to develop applications to assist business requirements
- Good analytical and problem-solving skills
- Good knowledge of written and spoken English
- Strong interpersonal skills and emotional intelligence
- Being a self-starter with drives and initiative and able to work as a team/individual with a positive attitude and open minded
- Excellent organizational and leadership skills
- Excellent communication and high confidence level
- Considerate and deliberate in dealing with people and managing conflict
- Ability to work with less supervision and under pressure
- Excellent multi-tasking, organized and follow-up skills,
- Demonstrated work experience providing customer service.

Application Process:

Please send an up-to-date Curriculum Vitae and letter of interest addressing the Key Selection Criteria to **aanigura@wcs.org** with the subject line: **Application for Senior Procurement Coordinator**. Applications accepted until **5pm**, **Monday 23 November 2026**. Only short-listed candidates will be contacted for interviews.

WCS is an equal opportunity employer, and the organisation complies with all employment labor laws and regulations that prohibit discrimination in hiring, ensuring that candidates from all backgrounds are fairly and consistently considered during the recruitment process. We are dedicated to hiring and supporting a diverse workforce. We are committed to cultivating an inclusive work environment and look for future team members who share that same value. The organisation provides equal employment opportunities for all qualified candidates. The organisation does not discriminate for employment based on age, colour, disability, gender identify, national origin, race, religion, sexual orientation, veteran status, or any other characteristic protected by laws and regulations.