

# Fulbright

## WE ARE HIRING!

Position Title: **Procurement Manager**

Reports to: Director of Finance

Deadline: Open until filled

Employment Type: Full-time

Number of recruits: 1 (one)

## Help us reimagine the University.

We are Fulbright University Vietnam (“Fulbright”), Vietnam’s first independent, non-profit, liberal arts university. We are an expanding international team of educational innovators, with deep roots in Vietnam, strong political and financial backing, and connections to educational institutions around the world. We believe in the power of collaboration, transdisciplinary thinking, and risk-taking, and we understand that effective education requires putting students at its center. Globally integrated but deeply embedded in Vietnamese society, Fulbright is dedicated to providing a world-class education, utilizing the latest advancements in institutional design, teaching, learning, technology and other fields to create an institution that is both innovative and globally relevant. Importantly, Fulbright is committed to serving Vietnamese society through rigorous research and responsible civic engagement.

Our flagship campus will be located in Saigon Hi-Tech Park, in Ho Chi Minh City (District 9). Until phase 1 of campus construction is completed, we are located at Crescent Plaza, Tan Phu, in Ho Chi Minh City (District 7).

We are seeking a **Procurement Manager** to join our Finance team to help build the entire procurement process and support procurement activities at Fulbright University Vietnam (FUV). This individual will organize, control and analyze all Procurement activities and introduce Procurement strategies targeting maximum contribution to the operating result. This position will work with our Finance Team to support the procurement and bidding activities. The position is expected to report directly to the Director of Finance.

### Roles and Responsibilities

- Build the procurement module based on the existing policies, local regulations, grant policies and regulations;
- Develop, implement, train and guide stakeholders on procurement policy and procedures;
- Be the point of contact for stakeholders and ensure compliance with procurement policy and procedures; provide training, coaching as and when relevant;
- Recommend and implement sourcing strategies to support FUV’s objectives;



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- Coordinate, implement and communicate project procurement strategy and activities;
- Source, identify and evaluate suppliers and vendors;
- Perform procurement activities in line with prioritization and requirements;
- Define, track and report on scheduling, risk, change, opportunities, and resource management;
- Work with all departments to provide support in contractual matters and pricing negotiations;
- Responsible for coordination, implementation and communication of project procurement strategy and activities;
- Focus on process improvements with operational excellence attitude;
- Support and track procurement activities of the FUV Campus Development Project in District 9, Ho Chi Minh City.

## What we look for

- **Education and Experience:**
  - Bachelor's degree is required, MBA is a plus;
  - 10+ years relevant work experience in strategic procurement or project management;
- **Knowledge, Skills and Abilities:**
  - Knowledge of the U.S. Rules and Regulations preferred;
  - Broad supply chain knowledge;
  - Experience in leading cross-functional teams;
  - Knowledge in Microsoft Office 365 applications, especially, advanced proficiency in Microsoft Excel
  - Proficiency in both English and Vietnamese languages
  - Project management skills;
  - High level of integrity and confidentiality.
  - Strong customer service, communication, and interpersonal skills, including tact, discretion, empathy and cooperation.

## What we offer

- Opportunity to be one of passionate team members who share the same belief in the transformative power of education and see the unique opportunity in creating a new university.
- Opportunities to participate in public talks, workshops, seminars, as well as other fun activities at Fulbright.
- A full network of supportive colleagues.
- A dynamic, innovative, and professional working environment.



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- Intensive English-speaking environment.
- Competitive salary and high-end insurance schemes.
- Generous annual leave entitlement.

## How to Apply

- Please email a cover letter explaining your interest in and qualifications for the position along with your resume to [jobs@fulbright.edu.vn](mailto:jobs@fulbright.edu.vn).
- The position will remain open until filled.
- Only short-listed applicants will be contacted for further process.

