



World Vision is a Christian, relief, development and advocacy organization dedicated to working with children, families and communities to overcome poverty and injustice.

We work through our main sectors – education, health and nutrition, water and sanitation, economic development and child protection – serving all people, regardless of religion, race, ethnicity or gender. Our work is always child-focused, participatory and community driven.

World Vision and has been in Sri Lanka since 1977 and currently serves in 28 locations in 13 Districts across the country through development programmes. In 2020 we directly impacted the lives of nearly 100,000 most vulnerable children and their families.

Sourcing Coordinator – Mihikatha Lanka Project

Location: Welikanda (Polonnaruwa District)

Job Profile

Mihikatha Lanka is a 4-year project planned to be implemented by World Vision Lanka with financial contribution from Government of Canada through Government Affairs of Canada- (GAC). The aim of the project is to address climate change impacts on vulnerable communities and women in the Dry Zone of Sri Lanka through an integrated approach to food systems. This position is responsible for the delivery and execution of the project sourcing process on all requisitions for goods and services across all assigned categories and to ensure general purchases and supplier relationships are implemented in line with WVL Procurement Policies.

Major Responsibilities

- Reviews requisitions and ensures accuracy of terminology and specifications in same.
- Ensure that each procurement matters are initiated with comprehensive and duly approved Purchase Requisitions;
- Carry out supplier visits and maintain a high-level professional relationship with suppliers as well as a strong partnership with internal customers.
- Prepares, coordinates and conducts negotiations with suppliers to achieve business objectives
- Coordinates purchasing details with requestor and logistics, including pricing revisions, order cancellation and invoice discrepancies;
- Conducts supplier pre-qualification process with the support from Sourcing Manager
- Coordinates purchasing details with requestor and logistics, including pricing revisions, order cancellation and invoice discrepancies
- Handles and monitors claims to factories and vendors for defects, shortages and missing parts

Required qualifications, experience & competencies

- At least Two (2) years' experience in a similar role where a variety of general and specialized items were procured
- Bachelor's Degree or Diploma in Supply Chain Management, Business Administration or any related field
- Thorough understanding of local taxation laws.
- Strong skills in communication, multi –tasking and problem solving.
- Strong ability to work collaboratively and maintain effective working relationships with co-workers both locally and on a global basis
- Good writing and oral skills in English & Sinhala or Tamil.

Only shortlisted candidates will be notified.

Email to: vacancies_wvlanka@wvi.org (Please mention the designation on the subject and the salary expectation on the email body)