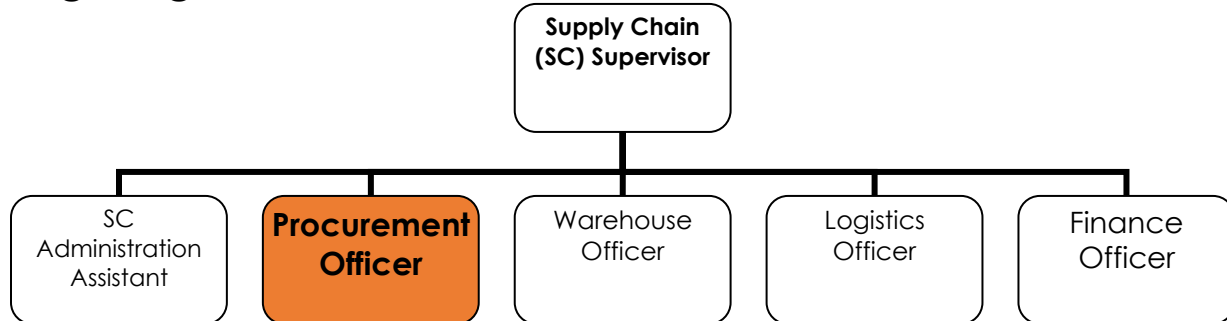


# CARE SC Hub – Gaza Response

## POSITION DESCRIPTION

### Organogram



**Position title:** Procurement Officer

#### **CARE Core Values Commitment:**

The core Values Commitment describes who we are, what we do, and how we do it. It reflects our core values of LEARNING, INTEGRITY, DIVERSITY, EQUALITY, and EXCELLENCE, which serve as a foundation for all what we do. The core Values Commitment articulates our shared expectations of each other including our board, staff, volunteers, interns, partners, and contractors globally.

#### **Project summary:**

The Supply Chain hub has been established to support the emergency response to the conflict escalation in Gaza strip. The main purpose of this project is to lead and facilitate provision of life saving assistance to those affected by conflict. The Supply Chain Hub hosted by CARE Egypt will be responsible for procurement and transport of humanitarian goods to support CARE Palestine's Gaza Crisis, in line with CARE's WBG Response Plan. All procurement passing through the supply chain hub will be in line with the CARE Gaza Response Plan and various donor and CARE Policy compliance. Prioritization of items will be based on current humanitarian needs, and shipment and procurement will be approved by the Emergency Response Director. CARE Palestine and CARE Egypt will ensure close coordination and collaboration throughout the procurement, warehousing, and transport process in consultation with the relevant stakeholders such as the Egyptian Red Crescent (ERC), UN OCHA, LogCluster, etc.

#### **Role Profile:**

The purpose of the role of Procurement Officer is to ensure that the Gaza Response procurement cycle is effectively managed so that humanitarian project activities are timely provided with required humanitarian relief goods and services. S/He are expected to perform her/his duties in an ethical manner and in compliance with CARE's policies, local law, and donors' regulations.

## **Responsibilities and tasks**

### **1. Procurement Planning and solicitation:**

- Assist all requestors with additional information for procurement planning.
- Participating in and contributing to the development of the project procurement plan assigned to understand procurement needs and support the procurement planning for the projects / programs.
- Collating procurement requests to ensure timely procurement within the lead times to ensure cost-effectiveness.
- Review procurement plans regularly to ensure requisitions are being raised on a timely manner.
- Ensure adherence to Procurement Policy and donors' procurement rules and regulations in determining the required procurement process.
- Support in analysing cost benefits and supporting customers to make appropriate purchasing decisions.

### **2. Pre-Qualification and Evaluation Management:**

- Development (in coordination with technical team, global standards, etc) and preparation of bid documents, SBAs, and other procurement documentations.
- Assist in coordinating the feedback and communication to all bidders.
- Solicitation of vendors assessment reports from units; provide feedback on suppliers' performance and review accordingly.
- Assist in developing and maintain Annual Vendor List (AVL) per category and ensuring that each selected / identified vendor has an operating contract and that this contract is managed for successful performance.

### **3. Procuring:**

- Consulting with customers in timely manner to fully understand their requirements, advising them as appropriate.
- Purchasing goods and services, completing all documentation according to CARE's policies and procedures; passing all contracts to the Supply Chain Supervisor for verification.
- Ensure three-way matching (PO, GRN, and Invoice reconciliation) has happened before payment request is initiated.
- Ensuring initiation of payment for goods and services delivered in a timely manner in coordination with SC Administration Assistant
- Ensuring completion of weekly Procurement Status Report (PSR) and sharing the update with all stakeholders frequently and at least weekly.
- At all times, ensuring professional and cordial relationships with internal and external stakeholders.
- Prepare/adapt standard contracts in line with CARE guidelines, ensuring that CO interests are protected and that the contract is legally binding.

### **4. Identifying and building relationships with customers (internal and external):**

- Ensure there is no conflict of interest in managing the entire procurement process.
- Manage CARE's vendors ethically and professionally.

- Ensure that suppliers are aware, understand, and are compliant with CARE procurement policy, procedures, local laws, and documentations required.
- Behave in a manner that will build trusting and mutually supportive relationships with internal and external customers.
- Ensure partnering approach by proactively engaging with projects/programs to understand their needs so that timely and cost-effective procurement is guaranteed.

#### **5. Documentation Management:**

- Set up and maintain all vendor information/data/database, hard and soft copy, well indexed to enable easy access.
- Effectively maintain all procurement documents, communications, and other records for easy reference

## **QUALIFICATIONS (KNOW HOW)**

### **A) EDUCATION/TRAINING**

#### **Required:**

- Bachelor's degree in relevant field (Business Administration, procurement / purchasing, logistics) or other related fields.

#### **Desired:**

- CIPP certification

### **B) EXPERIENCE**

#### **Required:**

- Minimum 4 years' experience in a similar role dealing with humanitarian response - Procurement.
- Handy with ERM software (PeopleSoft, SAP, etc)

#### **Desired:**

- Procurement experience in complex emergency response.

### **C) TECHNICAL SKILLS**

#### **Required:**

- Proven language proficiency in written and spoken English.
- Excellent use of spreadsheets for data analytics.

#### **Desired:**

- Driving license.

### **D) COMPETENCIES**

Customer Focus - Internal & External; Functional technical skills; Approachability; Planning; Informing; Listening; Managing and Measuring Work; Negotiating; Written communication.

## **CONTACTS/KEY RELATIONSHIPS**

The Procurement Officer is expected to establish and maintain open, professional, and cordial relations with internal and external customers mainly with suppliers, CARE Egypt and CARE Palestine team.

#### **Internal**

- SC hub team, CARE Egypt team,

- CARE Palestine Emergency Response team

**External**

- Suppliers
- Local Government agencies
- Other organizations (Peer INGOs, UN agencies, partners)

**WORKING CONDITIONS AND LEVEL OF TRAVEL REQUIRED.**

The incumbent is located in Cairo with limited travel to field location within Egypt.

**Incumbent's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Immediate Supervisor's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Next Level Supervisor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_