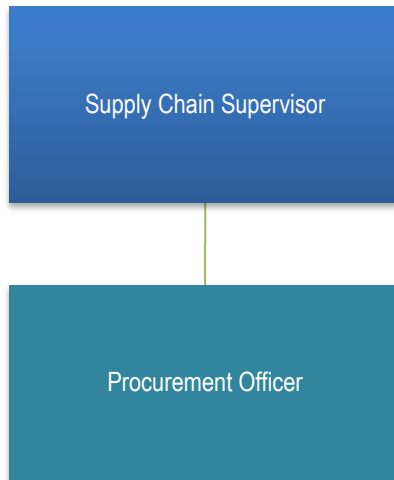


<b>Position Name (Title) :</b>	Procurement officer	<b>Position Level:</b>	8
<b>Reporting to (Title) :</b>	Supply Chain Supervisor	<b>No. of Direct Reporters:</b>	1 or 0
<b>Version:</b>		<b>Sector /Department/Section :</b>	Finance Department

**Position Reporting Lines**



**Main Job Purpose**

procurement processes implementation in CARE to ensure efficient and timely delivery of goods and services while maintaining the highest degree of compliance with CARE Policies and donors' requirements. Develop and Maintain vendor data base according to CARE policy

**Objectives**

- Implement the procurement process and ensure all required reports are prepared on the due dates.
- Ensure various qualified vendors in different categories are included in CARE's approved vendor list
- Perform annual review of Approved vendors to identify active vs inactive vendors.
- Ensure that procurement files are accurate, complete all the time.
- Good relationships with the vendors.

## Accountabilities

- 1- Implement the procurement process to ensure the compliance with CARE policies and donors' requirements at Cairo head office and field offices level.
- 2- [Collect the planned procurement information from Program/units annual budgets to prepare the CARE Annual procurement plans after confirmation with all budget Managers regard the procurement items and its target delivery date.](#)
- 3- Create vendor/ consultant list based on scanning market against program/departments need, ensure CARE Egypt Approved Vendor List is always updated and maintained and complied with the procurement policy requirements.
- 4- Responsible for new vendors processing (contacting the new vendors, ensure receiving a complete requested document, performing Bridger Check and reference check, prepare a complete file to be submitted to the procurement committee, then work with the procurement committee to review and approve the new vendor to be added to the approved vendor list.
- 5- Lead and guide annual vendor reviews for CARE Egypt as required by policy to ensure that vendor lists are in place.
- 6- Participate in the review of all procurement transactions and monthly procurement spot check and provide pricing information needed for new proposal development.
- 7- Review Requests for payments submitted by program staff.
- 8- Conduct procurement training and the orientation to the new comers, prepare the required reports and analysis to improve the procurement process.
- 9- Provide Supervision, support and guidance to Procurement Assistance, including performance management and required development

## Position Relationship with Other Parties

Internal Relationship	External Relationship
<ul style="list-style-type: none"> <li>• Supply chain as Direct Supervisor</li> <li>• CEO, Program Directors, Projects Managers and program support units.</li> <li>• Shared Service Centre staff</li> <li>• Field Offices staff</li> </ul>	<ul style="list-style-type: none"> <li>• Consultants.</li> <li>• The External vendors, suppliers and contractors</li> </ul>

## Working Environment

The position follows the normal working environment of the organization.

Indoor: 90 %

Outdoor: 10 %

Working Hazard:

Working Days: 5 days

Days Off: 2 days

Working Hours: 8 Hours

## Position Dimensions

POSITION DIMENSION	
Level of Authority	Judgement After Referring to Supervisor
Budget Control	No Budget Control
Budget Amount	No Budget Control
Hiring Authority & Promotion	Coach New Employees
	Supervises One Employee
	Does not Participate in the Promotion Cycle
	Does not Approve Hiring New Employees
Consequence of Error	Impact the Organization

### Job Requirements

Education:	University degree in Business Administration section or a relevant degree.
Experience:	At least 3 years' experience in managing procurement in a multinational operating environment. Experience with USAID/EU,.. or other donor procurement and administration policies and procedures
Computer Skills	MS Office - ERP system and web applications.
Languages:	<ul style="list-style-type: none"> <li>• English</li> <li>• Arabic</li> </ul>

### Reports

Monthly Procurement status report

#### Competencies:

- Negotiation
- Problem Solving
- working under pressure

- Planning and Organizing
- Customer service kindest
- Analysis skills.

### Signatures

		Date
Employee		
Manager		
Human Resources		