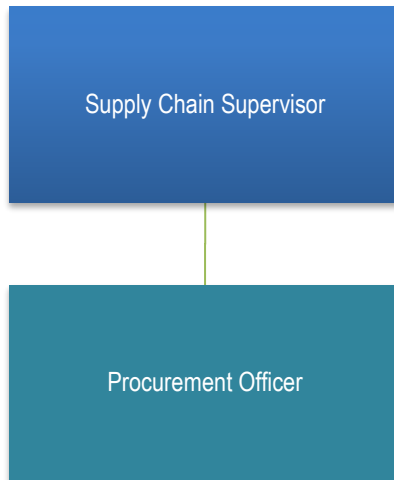


Position Name (Title) :	Procurement officer	Position Level:	8
Reporting to (Title) :	Supply Chain Supervisor	No. of Direct Reporters:	1 or 0
Version:		Sector /Department/Section :	Finance Department

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

Procurement Compliance & Policy Management

- Implement and oversee the end-to-end procurement process to ensure full compliance with CARE policies, donor regulations, and local legal requirements across Cairo head office and all field offices
- Monitor procurement transactions through monthly spot checks and comprehensive reviews to maintain audit-ready documentation and ensure adherence to established standards

Strategic Procurement Planning

- Develop and maintain CARE Egypt's Annual Procurement Plan by consolidating procurement requirements from program and unit budgets, confirming specifications, quantities, and delivery timelines with budget managers
- Analyze procurement demands and trends to forecast organizational needs and optimize resource allocation

Vendor Management & Development

- Conduct market assessments to identify and evaluate potential vendors and consultants aligned with program and departmental needs
- Manage the complete vendor onboarding process, including outreach, documentation collection, Bridger integrity checks, reference verification, and preparation of comprehensive files for Procurement Committee review
- Maintain and regularly update the CARE Egypt Approved Vendor List in compliance with procurement policy requirements
- Participates in annual vendor performance reviews as mandated by policy to ensure quality standards and value for money

Procurement Operations & Financial Oversight

- Review and process procurement transactions and payment requests submitted by program staff to ensure accuracy and compliance
- Provide cost analysis and pricing information to support new proposal development and budget planning

Capacity Building & Reporting

- Design and deliver procurement training programs and orientation sessions for new staff to promote best practices and policy awareness
- Supervise, mentor, and conduct performance management for Procurement Assistant(s), supporting their professional development
- Prepare analytical reports and procurement metrics to identify process improvements and operational efficiencies

Position Relationship with Other Parties

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

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 Own Department

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 international non-profit organization 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"> • English • Arabic

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		