



JOB DESCRIPTION:

Procurement Officer

Introduction

CARE is a leading humanitarian organization fighting global poverty. We seek a world of hope, tolerance and social justice, where poverty has been overcome and people live in dignity and security. CARE International aims to be a global force and a partner of choice within a worldwide movement dedicated to ending poverty.

Overview of the Role

Job Purpose Statement

Procurement officer shall work closely with the procurement specialist and contribute to the efficient management of the Country Office procurement functions. Under the leadership of the procurement specialist, the procurement officer has a primary responsibility of ensuring timely procurements of quality goods and services at reasonable prices to support program implementation in the country. The position requires good judgment and professionalism in handling procurement of goods and services in order to protect the interests of the organization and ensure compliance to established organizational and donor policies and procedures

Reports To:	Procurement Specialist	Location:	Kigali
Supervises:		Grade:	C3

Key Responsibilities

1. Procurement Planning and reporting	Level of Effort: 20%
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Support the procurement specialist in comprehensive resource & procurement planning	Under the leadership of the Procurement Specialist, consolidate procurement plans for individual projects and other teams (PS, HR, Finance) into quarterly consolidated procurement plans for the organisation and monitor its implementation.
	Liaise with relevant units for the implementation of consolidated procurement (requisition raising by respective units)
	Maintain a system to track Purchase Orders and report Procurement specialist on the status of procurement request
	Prepare and submit monthly procurement and supply chain management report to the procurement specialist and provide weekly procurement status reports.

2. Procurement management	Level of Effort: 75%
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Procure quality goods and services at the best value to	Review purchase requisitions, ensuring that such requests are signed as approved, provided for in respective budgets/procurement plans and are correctly described and coded; following up for clarification if required
	Expediently act on all received requisitions through obtaining quotations, bids or

ensure the achievement of programme goals	proposals from vendors, negotiating on such selections, analysing cost benefits and supporting budget holder to make appropriate purchasing decisions.
	Prepare purchase orders and follow up with suppliers and finance to ensure timely payment to suppliers
	Consolidate all documentation with respect to each procurement; correctly and timely file all documentation in the procurement department in a systematic way for ease of reference.
	Share draft SBAs with Project Managers for budget holder approval.
	Liaise with the Procurement Specialist for guidance on PO approval and all procurement compliance matters
	Ensuring purchases meet the request made and engage vendors in the case where that is not the case and make effort to resolve challenges amicably
	At all times behaving in a manner that will build trusting and mutually supportive relationships between Care Rwanda and their suppliers

3. Vendor management	Level of Effort: 5%
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Contribute to identify, evaluate/assess & contract appropriate vendors	Under the leadership of the procurement specialist, proactively build relationships with stakeholders whose good will is important for CARE Rwanda's success and provide feedback on performance
	Ensure all vendors created in the system have valid support documents, have been approved and have been vetted in the system for Bridger check
	Contribute to supplier pre-identification process; including pre-identification of suppliers for the emergency context

Additional General Responsibilities

- Keep up-to-date with CARE's emerging strategies and approaches and contribute proactively towards implementation
- Take responsibility for ensuring personal safety and security; giving due care and consideration to the impact of personal decisions on the safety and security of others
- Be proactive in ensuring that CARE's core values, code of conduct, and principles of gender equity and diversity (GED) are upheld throughout area of responsibility and provide leadership to others
- Take responsibility for personal performance, be accountable for own actions and decisions and be answerable for resulting consequences
- Carry out other duties as requested by the Head of Program Support

Important Relationships

Internal: Procurement requesters, Finance, Internal Auditors

External: Suppliers, Consultants, External Auditors, Partner Organisations

Requirements for the Role

Educational Qualifications

- Bachelor's degree in Procurement or business administration and/or an equivalent qualification
- Purchasing and Supply Chain certification- CPS

Experience required:

- At least 2 years of experience in a similar procurement role with a reputable organization
- Good communication skills both oral and written in English and French
- Detailed knowledge and experience with the related laws of Rwanda.
- Ability to work in a diverse team.
- Good planning, time management and prioritization skills
- Knowledge of local market conditions and situations.
- Knowledge of the NGO operations and thematic involvements.
- Shares knowledge and experience while focusing on result for the client

Technical skills

- Very good computer skills in MS excel and Access.

Competencies:

Competency	Level 1 <i>Individual contributor</i>	Level 2 <i>People & Process Manager</i>	Level 3 <i>Organizational Leader</i>
Inspire & Develop Others	√		
Impact Focus	√		
Facilitate Change	√		
Cross Cultural Adaptation	√		
Business Knowledge	√		

Signatures:

I have read, fully understood, and accept the requirements and responsibilities of this Job Description		
Name of Job Holder:	Signature(s):	Date:
Name of Supervisor:	Signature(s):	Date: