

Catholic Relief Services (CRS) / Haiti

Job Description

Job Title: Procurement Officer (2 positions)	Reports to: Procurement Manager
Department : Supply Chain/ Procurement	Salary Grade : 6
Location : Les Cayes / Fort-Liberté	Lien d'application : <u>Cliquer ici pour appliquer</u>

Job Summary

You will coordinate local procurement activities and processes to acquire goods and services in support of the delivery of high-quality programming to the poor and vulnerable. Your knowledge and experience will allow you to successfully coordinate the quality and efficiency of procurement and purchasing activities and ensure stewardship, integrity, transparency, and accountability

Roles and Key Responsibilities

- Coordinate fully compliant procurement systems and operating procedures. Assess effectiveness and efficiency and recommend improvements. Contribute to ensuring compliance with CRS procurement principles, standards, policies, donor regulations, and local statutory requirements.
- Coordinate with various departments to develop and maintain an up-to-date procurement plan with all quantities, quality and delivery requirements for goods, cash and voucher assistance (CVA) and services. Provide pricing information to assist budget holders with budget preparation.
- Coordinate sourcing process to ensure the best value for money. Key activities include market assessments and price monitoring, defining supplier evaluation criteria, facilitating transparent and consistent bidding and vendor selection processes, quality and availability of goods assessment, and contract/purchase order preparation.
- Communicate with other procurement staff and various program and operations units to coordinate and track goods/services delivery and receipt and keep everyone informed of the status. Collect information to confirm that goods/services and CVA assets delivered are what have been ordered in the correct quantities and quality; they arrive on schedule and at the right cost.
- Maintain correspondence and constant contact with suppliers and voucher vendors to follow up on the execution of contractual terms and conditions, and handle issues if needed. Monitor and report on supplier performance, noting current and/or potential issues and/or inefficiencies and assist with contract/purchase order modifications.
- Accountable for transparency within the procurement department through ensuring a complete, accurate and up-to-date document trail of all procurement processes, vendor files, procurement and inventory database to assist with control and accountability. Prepare reports and facilitate document retrieval.

- Track all Purchase Orders (POs) in the Insight system and ensure their timely closure by following up on delivery confirmation, receipt of goods/services, and payment completion.
- Ensure proper management and organization of procurement files on the Teams site in accordance with the established filing structure.
- Ensure accurate entry and maintenance of contract information in the contract management system, including updating key contract details, milestones, and status throughout the contract lifecycle. Support contract management processes including tracking contract expirations, renewals, amendments, and ensuring compliance with contractual terms and conditions.
- Support supplier prequalification and due diligence processes to ensure vendors meet technical, financial, and ethical requirements, and maintain updated approved vendor lists
- Ensure proactive follow-up of purchase orders with suppliers, including the management of backorders and monitoring until full delivery is completed.

Basic Qualifications

- Associate's Degree
- With at least 4 years work experience in procurement/purchasing management, logistics, administration
- Additional education may substitute for some experience.

Preferred Qualifications

- Bachelor's Degree in Business Administration or other relevant degree.
- Preferably with experience in an international organization.
- Specific CVA programming experience preferred.
- Knowledge of market assessments. Professional certification is a plus.

Knowledge, Skills and Abilities

- Proficient in MS Office packages (Excel, Word, PowerPoint). Experience with database management systems (e.g. MS Access) is highly desirable.
- Good knowledge of various donor procurement regulations (e.g. USAID, EU, UN)
- Knowledge of international and national procurement regulations and local market conditions.
- Knowledge of contract terms, as well as a proven ability to successfully complete purchase orders against specifications.
- Good planning and coordination skills and ability to prioritize competing priorities effectively
- Good analytical skills with ability to make independent judgment and decisions
- Proactive, results-oriented, and service-oriented with focus on meeting customer needs
- Ethical conduct in accordance with recognized professional and organizational codes of ethics
- Good negotiation, communication, and relationship management skills
- Knowledge of ERP or P2P systems

Required Languages: Strong proficiency in both French and English is required (French as the working language; English for systems, reporting, and technical documentation).

Travel: Must be willing to travel to field offices to support when required.

Supervisory Responsibilities: No