

## Procurement Officer at Mercy Corps

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### Job Description

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Mercy Corps is a global humanitarian aid agency engaged in transitional environments that have experienced some sort of shock: natural disaster, economic collapse, or conflict.

### Key Responsibilities

Daily handling of MC procurement activities as assigned by the Procurement Coordinator

Ensure full understanding and adherence to MC procurement policies and tools and assist as needed in training staff on these policies.

Guide staff as required on creating clear and understandable Purchase Requests (PR) and other procurement related documentation.

Collect quotations and bids from the market for PRs as assigned by line manager – as per Mercy Corps standards and formats.

Directly interact with vendors during solicitation of quotations – explain MC procurement standard forms/procedures and ensure that vendors are compliant with the same.

Prepare the required documentation of procurement transactions and ensure compliance with MC standards.

Assist in the maintenance of thorough procurement files as outlined in the Field Procurement Policies and Procedures.

Facilitate monthly compilation and submission of updated PR Master List to the Procurement Coordinator.

Facilitate timely processing of due payments to vendors in collaboration with originators and finance department.

Maintain an updated data base of market prices of commonly procured goods and services

### **Personal learning and development**

Develop and implement a learning and development plan for yourself to ensure continuous improvement and growth in line with your performance goals and Mercy Corps commitment to organizational learning that allow as you to dedicate 5% of your working time to learning.

### **Adherence to Policies and Procedures**

Personal conduct should always be professional and respecting local laws, customs and MC's policies, procedures, and values at all times and in all in-country venues.

**Accountability To Participants** – Mercy Corps team members are expected to support all efforts towards accountability, specifically to program participants and to international standards guiding international development work, while actively engaging ecosystem as equal partners in the design, monitoring and evaluation of our field projects.

**Diversity and Inclusion** – responsibility to create a positive culture and to safeguard equity, inclusion, dignity, and respect for all. Each employee is expected to be a role model for others and ensure alignment with MC diversity and Inclusion values.

### **Knowledge and Experience**

At least two years' experience handling procurement for a large Operations function.

A Diploma in Business Management, Procurement or a related discipline. A Bachelor's degree is an added advantage.

Strong organizational and interpersonal skills.

Ability to interact effectively with international and national personnel.

Excellent oral and written English skills.

Strong computer skills on MS Office programs, especially in MS Excel.

A demonstrated ability to multi-task and process information into action as to not delay program activities.

A clear understanding of procurement ethics and donor compliance is essential.

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