



### Job description

Job Title	Procurement officer
Classification Level	Technical Specialist
Organizational Unit / Duty Station (Department / Zone Office / Delegation..... etc)	PMO office, Coxbazar
Immediate Supervisor's Title	Sr. Supply chain manager
Second Line Managers Title (if applicable)	Sanjeev Kafle
Technical Manager's Title (if applicable)	Not applicable
Number of Direct Reports (if applicable)	Not applicable
Number of Indirect Reports (if applicable)	Not applicable

#### Organizational context (where the job is located in the Organization)

The assigned person will be base in Cox's bazar at PMO office

#### Job purpose

The Procurement officer – under immediate supervision of the Sr. supply chain manager is responsible for supporting procurement, transport services tasks relating to IFRC/BDRCS programmes and operations.

#### Job duties and responsibilities

1. Participate in the field level procurement of goods and services, obtaining quotations, preparing comparative bid analyses (CBA) and making recommendations for selecting the suitable suppliers/service providers.
2. Maintain documentation according to IFRC filing standards to full audit trail standards, and provide advice/negotiate contracts for goods and services required by the PMO office.
3. With proper authorization, support purchase appropriate goods or services and arrange their delivery in a timely and cost effective manner.
4. Support liaising with suppliers, service providers and other relevant stakeholders regarding delivery of supplies or services and keep all parties informed of any changes in a timely manner.
5. Maintaining accurate supplier database for regularly purchased items, keep informed of local market conditions and establish/maintain good working relations with suppliers and inspection companies.
6. Before signing Goods Received Notes (GRN), ensure that all purchased goods meet IFRC standards, are fit for the intended purpose and have appropriate inspection certificates when required.
7. Support proper inspection of items and follow up on quality aspects as required.
8. Support planning of transportation requirements of the Field Office, maintain use of transportation management system for the vehicles used for programs and assist in planning best use of vehicles.
9. Support organizing of temporary, local labour to facilitate the timely and efficient receipt and dispatch of goods to and from the warehouses.
10. Provide weekly/monthly procurement reports.
11. Maintain communications with the relevant departments of the Country Office, BDRCS and Partner National Societies to ensure timely and efficient receipt and dispatch of goods in support of their operations.


**Duties applicable to all staff**

1.	Actively work towards the achievement of the Federation Secretariat's goals
2.	Abide by and work in accordance with the Red Cross and Red Crescent principles
3.	Perform any other work related duties and responsibilities that may be assigned by the line manager

**Position Requirements**

Education		Required	Preferred
Educated to graduate degree level and/or can demonstrate equivalent intellectual capacity		X	
Professional qualification or equivalent of qualifying experience in logistics		X	
Experience		Required	Preferred
Good mental and physical health		X	
3-year experience in procurement, general logistics, including warehousing, transportation, customs clearance and procurement		X	
Experience of supervising and supporting staff or labourers		X	
Experience of working with the Red Cross / Red Crescent			X
Experience of working for a humanitarian/non-profit-making organization			X
Knowledge and Skills		Required	Preferred
Advanced skills in computers (Windows, word processing, spread sheets, etc.)		X	
Able to work independently and as part of the team		X	
Exceptional level of patience and able to work long hours		X	
Strong negotiation skills		X	
Ability to detect and resist potential fraud		X	
Documentation preparation and filing skills		X	
Ability to deliver unfavourable news to unsuccessful suppliers/providers		X	
Sensitive to cultural and regional issues		X	
Languages			Preferred
Bangla			
English		X	
Other languages:		X	
Competencies (to be filled in by HR)			X
Not applicable			

**Sign off by Line Manager**

Name: Ashfaque Ahmed	Signature: 	Date:
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**For internal use only**

Classified by:	Date:
Approved by the Job Classification Committee:	Date: