

Job Description

Position	Procurement Officer	Grade	B
Department & Location	Logistics and Procurement Cox's Bazar Project office and extensive support to Ukhiya office	Revision Date	April, 2019
Reports to (position):	Procurement Coordinator, CXB		
Purpose:	<p>Working in 51 developing countries across Africa, Asia and the Americas, Plan aims to reach as many children as possible, particularly those who are excluded or marginalized with high quality programmes that deliver long lasting benefits by increasing its income, working in partnership with others and operating effectively.</p> <p>Plan International is a well-recognized humanitarian and development actor in Bangladesh and Myanmar. In Cox's Bazar, Plan International is one of the leading actors in child protection and education at Cox's Bazar level, regularly contributing through coordination mechanisms. Plan participates in the following sector and coordination groups for Rohingya Response: Protection, Child Protection, GBV, Case Management Task Force, Education, Education SAG, Advocacy Working Group, INGO Forum Emergency Sub-Committee, and Team Leader Group. Moreover, Plan International co-chairs the Youth Working Group with the strategic objective to better target youths and adolescents across education, child protection and livelihoods.</p> <p>We will contribute towards this vision by designing and implementing quality programs and projects in major areas following right based approached. These major areas are: Health, Education, WASH, Child Protection, DRM & Climate Change and Youth Economic Empowerment.</p> <p>This position is responsible for providing timely, consistent and quality support for operational services for Cox's Bazar programme which includes planning and delivering administrative and logistics management; managing purchase and procurement, maintenance of fixed assets, and installation of office and security.</p>		

Dimensions of Role:

- The incumbent needs to maintain frequent communications with Plan's logistics team in Cox's Bazar office, Ukhiya office and local administration (Thana/District offices), PNGOs' Admin team/focal persons, security agency and vendors etc.
- The incumbent needs ensure purchase the project materials as per plan (OM procedures are followed, quality and value of money ensured)
- The incumbent may sometimes, under the instruction of Log & Procurement Manager, may represent Plan in the administrative related issues, especially in disaster situation, in relevant forums and networks on emergency response.
- Plans and ensures operational supports and services to staff, programmes and projects at CXB level demand

Key End Results and typical Responsibilities:

"What" is done and "why", but not "actions" or "how"; include indicators for success

Key result area-1: Ensures procurement activities of Cox's Bazar project office in time for smooth implementation of projects/programmes.

Carry out procurement of goods and service for program and operation activities and support to programme units by ensuring compliance to Plan International policies and procedures as well as donor compliances

- Confer with vendors and suppliers to obtain product or service information such as price, availability and delivery schedule. Also obtain estimate value of goods and services through multiple quotations from reliable and competitive suppliers
- Work closely with requestors to understand clear requirements. Ensure that requestor give detail specification of goods/ services to be further processed
- Manage procurement such as preparing RFQ, obtaining quotations, selecting the best quote, preparing Purchase Order/ agreement
- Support Tendering process such as preparing Invitation for Bidding, conducting bids analysis, bids selection, documenting the discussion and preparing the purchase order/agreement as well as further follow up process (rejection letter etc.)
- Manage filling of all procurement document manually and electronically
- Ensure that procurement process is in line with Plan International Operational Manual as well as external/ donor procedures and regulations
- Maintain procurement tracking and communicate with stakeholders

Key result area-2: Managing Suppliers

- Assist to maintain the supplier list, update and develop suppliers through Long Term Agreement process
- Conduct anti-terrorism screening process to ensure all procurements are made from the clean suppliers/ service providers
- Coordinate with suppliers or service providers to ensure on time delivery, keep track of procurement status and update staff of their requests
- Provide information documentation and required supplier details to ensure payments to suppliers including forecasting future payment
- Ensure that the CPP is applied in procurement processes such as contactors/suppliers orientation and as a part of their contract
- Prepare monthly work plan, update procurement tracker and vendor contact regular basis and share with Logs and Procurement Manager

Key result area-3: Assist to Provides logistic support

- Processed the vendor payment with in right time using SAP system
- Visits field offices and project sites i.e. camp to provide logistics and procurement support for project implementation.
- Assist to arrange domestic air ticket, bust ticket and ensure accommodation and other logistics as per the requirement
- Assist to update supplies and asset inventory regularly
- Assist to prepare vehicle schedule and ensure vehicles as per the staff request
- Assist to prepare work order to ensure the training venue and ensure logistics as per the program needs.

KERA-4: Ensures Gender and CP policy awareness, compliance and practices in managing administrative works

- Demonstrates behaviors at work and outside to promote CP policies and compliances.
- Assesses all service contracts, agreements, partnerships are checked through CP and Gender lenses and appropriate calluses are entered.
- Demonstrates gender equality policies in all administrative service provisions.

Dealing with Problems:

Application of knowledge required for the role, complexity of problems handled & the degree of investigation, analysis, & creative thinking required to solve them.

The position holder needs to identify and mitigate risks related to Administrative functions (i.e. CP related issues; safety and security of office premises, drivers and moveable assets); takes proactive stances in indentifying and mitigating such risks in Plan context; and establishes protocols and processes for smooth information flow from field to CO (admin) on the visit findings and other related issues.

Communications and Working Relationships:

Working contacts inside and outside the organization; include the purpose and level (high, medium, low) of the contact

Internal contact:

Position	Reasons for contact	Level (high, medium, low)
Logistics and Procurement Manager	For developing procurement plan, budget, share report and mitigate problem.	Medium
Procurement Coordinator CXB	For smooth support to program	High
Admin Coordinator at CXB and Kutupalong Office		Medium

External contact:

Position	Reasons for contact	Level (high, medium, low)
Other development organisations including partner organizations	For collecting information and supporting for capacity development.	Low

Knowledge, Skills and Behaviours Required to Achieve Role's Objectives:

Education and Experience

At least Bachelor's Degree, preferably in accounting, management or MBA with at least three years' work experience in procurement and logistics preferably in INGO. Working experience in emergency is preferable.

Knowledge, skills and demonstrated behaviour: core and functional competencies required for this job with level (i.e. proficient, knowledgeable or aware)

Core Competencies	Level
Understanding Plan <i>Understands the role of Plan and context in which Plan works</i>	Knowledgeable
Leadership: <i>Cultivates an environment where people are confident to take the initiative, be innovative and learn new ways of working</i>	Knowledgeable
Communicates effectively: <i>Adopts an appropriate communication style when communicating with the whole range of colleagues, partners, Children and communities; exhibits active listening and effective feedback; ability to clearly and convincingly express thoughts and ideas in written and verbal form</i>	Knowledgeable

Facilitating CCCD: <i>Adopts appropriate tools and methodologies to facilitate disadvantaged children, families</i>	Knowledgeable
Management: <i>Manage resources (staff, budgets and work) to deliver results to agreed quality standards; able to apply planning-leading-organizing-controlling skills</i>	Knowledgeable
Positive team style: <i>Adopts a team style which adds value to work and reinforces good working practices</i>	Knowledgeable

Functional competencies:

(Set of knowledge, skills and attitudes specific to the managerial, technical or support requirements of the position which may also be discipline specific)

Functional Competencies	Level
Knowledge in administrative planning for program and projects: <i>Understanding of how it impacts the overall achievement of the projects and programme.</i>	Knowledgeable
Administrative policy and procedures: <i>Understanding on general administrative policy and procedure including purchase and procurement of goods and services; Understanding on Plan's own operational policies and procedures on admin and finance.</i>	Proficient
Analytical skill: <i>Ability to apply holistic approach by analyzing the relationship between the facts.</i>	Knowledgeable
Writing and documentation skill: <i>Ability to conceptualize and present in an organized way and clearly.</i>	Knowledgeable
Communicate findings effectively: <i>Understand the need of the programs and management and ability to serve as per their need.</i>	Knowledgeable
Participatory management: <i>Ability to involvement team members in decision making and consensus building.</i>	Knowledgeable
Network and collaborating: <i>Establishing good relationship with all the stakeholders and maintain networks with government and non government agencies.</i>	Knowledgeable
Facilitation skill: <i>Effectively handles discussions with a focus on both groups and individuals to enrich participants' understanding of particular subjects or situations, understands process and can diagnose group needs and intervenes accordingly</i>	Knowledgeable
Staff management and development: <i>Ability and skills to managing staff/outsourced staff for research or baseline survey at work and their training & development</i>	Knowledgeable
Technical skill: <i>Ability to handle PC, software for data analysis, presentation in multimedia and use of internet.</i>	Knowledgeable

Demonstrates the attitudes of:

- Integrity, transparency, proactive stance
- Respect for gender equity
- Adherence to child rights and child protection aspects within and outside work
- Willingness to work for and on behalf of the organization at times of disaster within Plan working areas

Physical Environment and Demands:

May be “typical office environment”; note if heavy lifting, climbing, excess travel, etc.

Based at Cox’s Bazar Programme Office, Cox’s Bazar with 50% time spent at Ukhiya Office and field (Sub districts, PNGOs and other offices)

Level of Contact with Children:

Low contact: *No contact or very low frequency of interaction*

Mid contact: *Occasional interaction with children ✓*

High level: *Frequent interaction with children*

Certification

I have read the job description and agree to undertake the activities and responsibilities specified. I also acknowledge that this profile carries indicative job activities and I understand that I may be required to undertake additional tasks as required within the mandate of PLAN.

POSITION HOLDER:

Name

Signature

Date