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| **Concern Worldwide Bangladesh**  PROCUREMENT SPECIALIST    emergency rohingya response programmes in COX’S BAZAR |
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**JOB DESCRIPTION**

Concern Worldwide is an international, humanitarian organisation dedicated to the reduction of suffering and working towards the ultimate elimination of extreme poverty in the world’s poorest countries. We believe in a world where no one lives in poverty, fear or oppression; where all have access to a decent standard of living and the opportunities and choices essential to a long, healthy and creative life; a world where everyone is treated with dignity and respect.

Concern started working with the people of Bangladesh in 1972 by extending its support after the devastating cyclone of 1970. Since then, Concern Worldwide has been working to address extreme poverty in the most vulnerable communities of the country by implementing needs based, innovative humanitarian and development projects.

Concern Worldwide, Bangladesh has been implementing Emergency Rohingya Response Projects with funding from different donors, most of which are short-term projects

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| **Job Title:** | **Procurement Specialist** |
| **Exact Job Location:** | Ukhiya, Cox’s Bazar |
| **Reports to:** | Logistics and Admin Coordinator |

**Job purpose:** The Procurement Specialist is responsible to support the Concern Bangladesh Emergency Rohingya Response Programme in Cox’s Bazar in managing procurement. S/he is responsible to ensure procurement policies, procedures and compliances of Concern Worldwide and respective donor. S/he will also focus on the efficient and effective procurement to the programme.

**Main Duties and Responsibilities:**

**Procurement:**

* Support program with the market assessment including price, specification and availability of the goods and services required for programme.
* Review purchase requisitions for completeness and accuracy and identify sources of supply if needed.
* Prepare procurement process documents like: Request for Quotation (RFQ), Quotation Evaluation Form (QEF), Purchase Order (PO), Technical Note, Procurement Committee meeting note, justifications etc.
* Process and ensure frame work agreement, update and negotiate with supplier considering current market price and program need,
* Manage SR Tracker and ensure there is a SR Tracking report compiled and updated on the SR’s received and share with the Cox’s Bazar team on a weekly basis.
* Ensure day to day procurement process including quotation collection, documents preparation and approvals.
* Organize Procurement Committee meetings, bid opening, present information, record keeping, note preparation and flag any compliance issues.
* Assist in the procurement process of partners if required.
* Ensuring that all supplies, services and equipment required are delivered on time. This includes routine communication, coordination and planning with the relevant requesting staff regarding their needs.
* Ensure copies of SR’s and POs are shared with the warehouse focal.
* Coordinating with Finance and program departments to ensure integrated internal controls, timely payment of vendors and full, auditable support documentation.
* Generate and maintain comprehensive price list for goods, services and equipment purchased by Concern.
* Maintain an up to date vendor list and enlistment as per Concern procurement guideline.
* Work with multiple vendors to determine the best deals for the company, and have to evaluate the many pros and cons of each, based on price, quality, speed of delivery and other factors.
* Establishing and maintaining ethical, professional working relation with suppliers.
* Ensure that services are delivered with maximum efficiency and professionalism and that beneficiaries are treated with respect at all times
* Ensure all service contract, agreement and update renewal, termination notice as necessary.
* Enable a friendly collaborative working culture within the team, actively sharing information and knowledge to enable the team to ensure effective learning and sharing across the team

**Reporting**

* Share SR Tracker at weekly basis and updated Contract Tracker at monthly basis

**Others**

* Take part in any logistics need in the camp site
* Undertake other related duties as may reasonably be assigned by the line manager.

**Accountability**

**In line with Concern’s commitments under the Core Humanitarian Standard (CHS):**

* Actively promote meaningful community participation and consultation at all stages of the project cycle (planning, implementation, M&E);
* Work with relevant colleagues to ensure that the Complaints and Response Mechanism (CRM) is functional and accessible, that feedback and complaints are welcomed and addressed;
* Work with relevant colleagues to ensure that information about CRM, safeguarding and expected staff behaviour is disseminated among programme participants and communities.

**Person Specifications:**

* Master / Bachelor degree in supply Chain or Business Administration or other relevant studies
* Minimum 03 years of work experience in procurement and supply chain preferable NGO/INGO
* Experience in Rohingya emergency in Cox’s Bazar is a strong asset
* Proficient knowledge of standard computer software if possible.
* Having good knowledge on Rohingya refugee programmes will add value.
* Demonstrate ability to think and manage strategically, plan and meet deadlines.
* Good command and fluency in Bengali and Rohingya language/Chittagong dialect (will add value).

**Key Competencies:**

* Pro- active with an ability to think analytically, identifying opportunities and mechanisms to broaden programming.
* Results oriented.
* Excellent planning and organisational skills.
* Ability to problem solve and good decision making and communication skills.
* Strong team player.
* Ability to work in challenging environments

**Essential competencies:**

* Good knowledge on Communication and Counselling.
* Good reporting and documentation skills.
* Ability to work in team, respect team decisions and support multi-cultural team members.
* Must have a ‘hands on’, practical mentality, be self-driven and very self-motivated.
* Must be well organized.
* Very high attention to detail.
* Cultural and political sensitivity.

***Safeguarding at Concern: Code of Conduct and its Associated Policies***

*Concern has an organisational* ***Code of Conduct (CCoC) with three Associated Policies; the Programme Participant Protection Policy (P4), the Child Safeguarding Policy and the Anti-Trafficking in Persons Policy.*** *These have been developed to ensure the maximum protection of programme participants from exploitation, and to clarify the responsibilities of Concern staff, consultants, visitors to the programme and partner organisation, and the standards of behaviour expected of them. In this context, staff have a responsibility to the organisation to strive for, and maintain, the* ***highest standards in the day-to-day conduct in their workplace in accordance with Concern’s core values and mission****. Any candidate offered a job with Concern Worldwide will be expected to* ***sign the Concern Staff Code of Conduct and Associated Policies as an appendix to their contract of employment****. By signing the Concern Code of Conduct, candidates acknowledge that they have understood the content of both the Concern Code of Conduct and the Associated Policies and agree to conduct themselves in accordance with the provisions of these policies. Additionally, Concern is committed to the* ***safeguarding*** *and protection of vulnerable adults and children in our work. We will do everything possible to ensure that only those who are suitable to work or volunteer with vulnerable adults and children are recruited by us for such roles. Subsequently, working or volunteering with Concern is subject to a range of vetting checks, including* ***criminal background checking.***

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| *Line Manager’s name* | *Signature* |
| *Date* |
| *Employee’s name* | *Signature* |
| *Date* |