

CRS JOB DESCRIPTION

Procurement Officer

Job Title: Procurement Officer
Department: CRS Egypt / MQ
Compensation Band: Grade 6
Reports To: Senior Procurement Officer
Country/Location: Egypt

Background

The CRS Egypt country program began in 1956 at the invitation of the Egyptian president Nasser by providing relief assistance to the victims of the Suez War. Over the following few decades, CRS Egypt moved from large-scale food relief to long-term poverty alleviation and development programs. CRS Egypt works in a wide variety of areas within the development field.

Currently, CRS Egypt has three main programs: the Education Assistance program, Livelihoods Program for refugee support, and local partnership. Projects under these programs range from the provision of technical assistance and capacity building to partners, promoting peace and tolerance, educational grants for refugees and assistance to refugee community schools, and technical support and start-up funds for refugee and vulnerable Egyptian entrepreneurs. Additional programming includes Emergency Preparedness and Response projects that arise as needed. The Operations department, supported by a regional Management Quality unit, ensures the country program develops and maintains the highest level of operational standards.

Job Summary:

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.

Job Roles and 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 and services. Provide pricing information to assist budget holders with budget preparation.
- Coordinate the sourcing process and perform various activities to assist with ensuring the best value for money: market research, cost estimates, solicitation documents, bidding process facilitation, supplier identification and research, quality, and availability of goods assessment, negotiation, contract/purchase order, and other documents 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 delivered are what have been ordered in the correct quantities and quality, and that they arrive on schedule and at the right cost.

CRS JOB DESCRIPTION

Procurement Officer

- Maintain correspondence and constant contact with suppliers 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 by ensuring a complete, accurate, and up-to-date document trail of all procurement processes, vendor files, procurement, and inventory databases to assist with control and accountability. Prepare reports and facilitate document retrieval.

Basic Qualifications:

Education and Experience

- Bachelor's degree in business administration or other relevant degree. Professional certification is a plus.
- Minimum of 3 years work experience in procurement/purchasing management, logistics, and administration, preferably with an international organization.
- 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.
- Proficient in MS Office packages (Excel, Word, PowerPoint). Experience with database management systems (e.g., MS Access) is highly desirable.

Personal Skills

- Good planning and coordination skills and ability to prioritize competing priorities effectively.
- Good analytical skills with the ability to make independent judgments and decisions.
- Proactive, results-oriented, and service-oriented with a focus on meeting customer needs
- Ethical conduct in accordance with recognized professional and organizational codes of ethics
- Good negotiation, communication, and relationship management skills

Required Languages: Excellent command of English and Arabic with strong drafting skills.

Travel Required: (Job request 25% travel to CRS offices and travel to field/Upper and Lower Egypt in order to assist partners and follow up projects)

Safeguarding Policy

CRS is committed to safeguarding program participants from exploitation and abuse. The successful candidate is expected to sign and adhere to the CRS Safeguarding Policy and Code of Conduct.

Key Working Relationships:

Supervisory: Yes

Internal: All CRS staff

External: Visitors, guests, and CRS staff doing business with the local office; partners, suppliers and vendors.

CRS JOB DESCRIPTION Procurement Officer

Agency REDI Competencies (for all CRS Staff):

Agency competencies clarify expected behaviors and attitudes for all staff. When demonstrated, they create an engaging workplace, help staff achieve their best, and help CRS achieve agency goals. These are rooted in the mission, values, and guiding principles of CRS and are used by each staff member to fulfill his or her responsibilities and achieve the desired results.

- **Personal Accountability** – Consistently takes responsibility for one’s own actions.
- **Acts with Integrity** - Consistently models values aligned with CRS Guiding Principles and mission. It is considered honest.
- **Builds and Maintains Trust** - Shows consistency between words and actions.
- **Collaborates with Others** – Works effectively in intercultural and diverse teams.
- **Open to Learn** – Seeks out experiences that may change perspective or provide an opportunity to learn new things.

Agency Leadership Competencies:

- **Lead Change** – Continually look for ways to improve the agency through a culture of agility, openness, and innovation.
- **Develops and Recognizes Others** – Builds the capacity of staff to reach their full potential and enhance team and agency performance.
- **Strategic Mindset** – Understands role in translating, communicating, and implementing agency strategy and team priorities.

Disclaimer: This job description is not an exhaustive list of the skills, effort, duties, and responsibilities associated with the position.

CRS's talent acquisition procedures reflect our commitment to protecting children and vulnerable adults from abuse and exploitation.

CRS is an Equal Opportunity Employer.