

CRS JOB DESCRIPTION

Position Title: Procurement Assistant

Department: Operations

Compensation Band: Grade 4

Reports to: Procurement Officer

Country/Location: Egypt

Background:

Catholic Relief Services (CRS) works in a wide variety of areas within the humanitarian and development fields, regardless of race, creed, religion, or gender, to advance our mission to assist the poor and vulnerable. Our team reflects this diversity. 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.

Currently, CRS Egypt programs in these main areas: education, livelihoods, social cohesion, and emergency response. CRS focuses on safeguarding and on working with local partners across its portfolio. Projects under these programs range from the provision of technical assistance and capacity building to partners, promoting gender transformative behaviors and cohesion and tolerance across groups, educational grants for refugees and assistance to refugee community schools, promoting protection and safeguarding of children, and technical support, start-up funds, and vocational training for refugee and vulnerable Egyptian entrepreneurs.

Job Summary:

You will help manage the purchase of goods and services, effectively and efficiently for Catholic Relief Services' (CRS) to deliver its mission to serve the poor and vulnerable.

Job Responsibilities:

- Search for competent, reputable, and reliable suppliers of goods or services.
- Visits suppliers (company site, stores, and/or production facilities) to collect information and support the due diligence process.
- Purchases items following CRS procurement documents (i.e. Purchase Order), instructions, and standards.
- Ensuring all the supporting documentation is accurate and on file to assist the timely payment to vendors; and, follows up with requestors, suppliers, and other relevant parties to address any deficiencies and/or discrepancies in accordance with CRS policies and standards and other donor requirements.
- Assist the procurement officer in procedures consistent with CRS, donor, and other regulations with integrity, which may include, but is not limited to: identifying vendors, circulating tenders and soliciting bids, serving on bid committees, collecting and completing necessary documentation, and filing.
- Ensure all procurement records are on file for control and reference.

- Maintain relationships with vendors/suppliers. Continuously solicit input from Project Manager and Project Officers on vendor performance and track/report on experiences.
- Communicate with departments throughout the procurement process until goods have arrived at the designated location.
- Ensure that actions are governed by the highest standards of personal and business conduct as stipulated in the CRS Purchasing Manual, the Conflict of Interest and other relevant policies.

Typical Background, Experience & Requirements:

Education and Experience

- Graduate degree in a directly related field
- Minimum Two years' experience working in an office environment in a procurement and supply chain role.
Experience with a local or international NGO a plus.
- Additional education may substitute for some experience.
- Experience in MS Office package (Excel, Word, PowerPoint, Visio) and information management systems. Proficient in Word.

Personal Skills

- Good time management skills with ability to work on multiple tasks
- Strong customer service orientation with good communication and interpersonal skills
- Proactive, resourceful, solutions oriented and results-oriented

Required/Desired Foreign Language: Excellent command in English and Arabic. **Travel**

Required: Job requires travel to sites within Cairo metropolitan area.

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: None.

Internal: All CRS Team Members, Operation Manager, and CRS support functions (finance, IT, HR and Admin).

External: Suppliers and vendors.

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 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. 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 looks 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 skill, effort, duties, and responsibilities associated with the position.

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

Equal Opportunity Employer