



Job Description

POSITION TITLE: Procurement Officer HQ DEPARTMENT or COUNTRY PROGRAM: Pakistan RESPONSIBLE TO: Operations Manager STATUS (Full time, Part time, Temporary): Full Time SUPERVISORY CAPACITY:	DATE: February 2011 GRADE: EEO Code: <input type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt
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DEPARTMENT/COUNTRY PROGRAM DESCRIPTION/MISSION

American Refugee Committee (ARC) International has been working in Pakistan since 2002 providing primary and comprehensive reproductive health and Gender Based Violence (GBV) services to refugees in Balochistan and District Bagh in Azad Jammu and Kashmir, primary and comprehensive reproductive health services, Community Development, shelter reconstruction, Livelihood support program and Water and Sanitation in earthquake affected areas. Since 2002, ARC has worked in refugee camps near the western city of Quetta, focusing on providing health care and training members of the community in basic health services. After the massive earthquake of October, 2005, ARC began operating in the northern part of the country, providing emergency health care, supplies, shelter and food aid. Today, ARC is helping disaster survivors in the north and south to recover from the massive 2010 monsoon flooding that affected more than 20 million people.

PRIMARY PURPOSE OF THE POSITION

Purpose: Under the direct supervision of the Operations Manager, the Procurement Officer will be directly responsible for all procurement activities in ARC Pakistan. He/She will ensure that all purchases are made effectively, transparently at the best available price, following established ARC and donor procurement policy and procedures.

Main Objectives:

- ◆ Ensure all procurement activities are fully and transparently documented through PRs, POs, RFQs, Bid Analysis, Comparative Bid Analysis, Invoices and Goods Received Note (Store Receipts).
- ◆ Ensure procurement is done in a timely and cost effective manner without jeopardizing the smooth running of the programs, following all ARC and donor purchasing procedures and regulations.

MAJOR AREAS OF ACCOUNTABILITY	% OF TIME
PRIMARY DUTIES/RESPONSIBILITIES <ul style="list-style-type: none"> ◆ Continuously inform the program staff of the progress and constraints in the procurement process and develop solutions in consultation with the Logistics Officer & Operations Manager. ◆ Initiate Invitations to Tender and collect quotations from suppliers as and when necessary. ◆ In coordination with the Logistics Officer & Operations Manager establish authorized vendors, to improve on vendor relationship and effective purchase. ◆ Get from suppliers, all information regarding price, quality, quantity, availability, and other pertinent information for a wide variety of materials, equipment, supplies and services during the quotation process. ◆ Confer with departments to clarify purchasing needs, specifications, and standards prior to sourcing quotations. ◆ Confer with vendors on substitutions, equivalents, delivery schedules, delivery discrepancies, and other issues. ◆ Liaise with the Logistics Officer for contracting vehicles for the transportation of materials to the field offices. ◆ Liaise with the Field Offices to ensure all procurements are delivered and used in a timely basis. ◆ Liaise with the Field Offices to ensure temporary warehousing if needed. ◆ Report weekly on all procurements (fully and accurately documented) for easy tracing of the product & records of PR, PO and invoices from the suppliers. ◆ Report weekly on transported materials to the different ARC field offices. ◆ Develop and maintain efficient systems for processing departmental purchase requisitions; preparing purchase orders and their administration through files that easily demonstrate open vs. closed purchase requests. ◆ Develop and maintain database of good and reliable suppliers for different categories of supplies, goods and works. ◆ Maintain a price list of routinely procured supplies and services 	

EDUCATION, TECHNICAL SKILLS & KNOWLEDGE REQUIRED

- ◆ University Degree holder in a related field
- ◆ Minimum 3 years previous experience in similar field.
- ◆ Excellent interpersonal, organizational and time management skills.
- ◆ NGO experience (preferred)
- ◆ Fluent in written and spoken English
- ◆ Ability to use Microsoft Word, Excel
- ◆ Commitment to ARC's values
- ◆ Experience of logistics

KEY BEHAVIORS & ABILITIES

- ◆ Ability to live and productively work in insecure, unstable and/or harsh environments.
- ◆ Must be able to work independently while being a strong team player with proven supervisory skills.
- ◆ Additional qualities: ability to multitask, ability to handle pressure well, ability to improvise, flexibility, cultural and environmental sensitivity.