Job Description

*A job description is a written statement that describes the employee’s role and responsibilities. The role and responsibilities shall be executed within the NRC framework. The job description facilitates the recruitment process by stating the necessary competencies. It is mandatory for all positions.*

Position: Procurement Officer

Supervision of: Procurement Assistants

Duty station: Maiduguri

Travel: 30%

Project number: NGFP0000

Duration and type of contract: Till 31st December 2022 (Renewable)

All NRC employees are expected to work in accordance with the organisation’s core values: dedication, innovation, inclusivity and accountability. These attitudes and believes shall guide our actions and relationships.

1. **Role and responsibilities**

The purpose of the officer position is day to day implementation of the procurement functions responsibilities.

Generic responsibilities (max 10)

These responsibilities shall be the same for all positions with the same title. The responsibilities shall be short and essential. Details belong in the Work and Development plan.

1. Responsible for the effective management of the procurement process by ensuring adherence to country and NRC regulations
2. Prepare procurement documents in line with NRC procurement procedures
3. Participate in procurement planning and follow up with program section to ensure requisitions are received in a timely manner to ensure program continuation

Specific responsibilities

These responsibilities shall be adapted to the particularities of the job location and context, phase of operation, strategic focus and type of programme intervention. This section shall be revised whenever a new employee is hired or the context changes significantly.

* Ensure that all procurements and done in accordance with NRC logistics policies, procedures, and donor guidelines
* Conduct market surveys and assessments and maintain a vendor database system
* Participate in the identification of suitable and reliable suppliers and service providers and ensure that NRC's interest is protected in relation to pricing, quality, and timely delivery.
* Prepare Request for Quotations (RFQs), Invitation to Tender Bids (ITBs), and other procurement-related documents
* Prepare documentation for bids committee meetings and ensure bid committee minutes are properly recorded and are signed by bid committee members
* Prepare Local Purchase Orders and draft contracts as required and ensure that they are approved by the budget holders
* Follow up with supplies and organize for delivery of materials
* Ensure that the procurement tracker is updated on regular basis and submitted on time to all departments
* Submit invoices from suppliers and the relevant procurement documents to finance as per the procurement checklist
* Train and supervise the procurement assistants

Critical interfaces

By interfaces, NRC means processes and projects that are interlinked with other departments/units or persons. Relevant interfaces for this position are:

• Programme department

• Finance department

* Vendors
1. **Competencies**

Competencies are important in order for the employee and the organisation to deliver desired results. They are relevant for all staff and are divided into the following two categories:

1. Professional competencies

These are skills, knowledge and experience that are important for effective performance.

**Professional competencies:**

• Experience from working as a Procurement Officer in a humanitarian/recovery context

• Previous experience from working in complex and volatile contexts

• Documented results related to the position’s responsibilities

• Good communication in English

* Good negotiation skills
* Compliance with NRC and donor policies, procedures and systems which are related to

Logistics

2. Behavioral competencies (max 6)

These are personal qualities that influence how successful people are in their job. NRC’s Competency Framework states 12 behavioural competencies and the following are **essential** for this position:

* Handling insecure environment
* Planning and delivering results
* Empowering and building trust
* Communicating with impact and respect
1. **Performance Management**

The employee will be accountable for the responsibilities and the competencies, in accordance with the NRC Performance Management Manual. The following documents will be used for performance reviews:

• The Job Description

• The Work and Development Plan

• The Mid-term/End-of-trial Period Performance Review Template

• The End-term Performance Review Template

• The NRC Competency Framework