



INTERNAL / EXTERNAL VACANCY

Haitian Red Cross in collaboration with American Red Cross is looking for

(1) Procurement Officer

Reporting to : Procurement Manager

Frequent contact with: All other Red Cross staff

Location: Port-au-Prince with travels

Purpose: The American Red Cross (ARC) International Services Department (ISD) seeks to prevent and alleviate human suffering around the world by responding to disasters, building safer, more resilient communities, and educating future humanitarians. The American Red Cross continues to deepen and expand its international programming while also working to strengthen the global Red Cross Red Crescent Network, in order to deliver critical assistance to some of the most vulnerable communities in the world.

The ARC Haiti Assistance Program (HAP) was established to direct the organization's response to the 2010 Earthquake. HAP activities focus on integrated community recovery and preparedness interventions working within the Red Cross/Red Crescent network, particularly with the Haitian Red Cross (HRC) and through external partners.

The American Red Cross provides support for the various relief and development projects in Haiti. The Procurement Officer will provide the following support to the Delegation.

Specific Duties and Accountabilities

Under the supervision of the Procurement Manager, the Procurement Officer is responsible for the following duties:

- Realizes all office procurements of services and commodities
- Plans, prioritizes, assigns, supervises and reviews work of staff responsible for purchasing including technical and specialized procurement of supplies, equipment and services. Requires extensive knowledge of policies, procedures and practices.
- Responsible for departmental administrative issues such as maintaining/revising policies and procedures and supplier list, provides weekly and monthly report on the procurement status to all the ARC departments. Reporting monthly volume processing and contract plan utilization.
- Assumes responsibility and oversight of large and complex purchases involving use of Requests for Proposals. Assists departments with specification development, drafts RFP, obtains approval, and serves on evaluation committee.
- Monitors and obtains best price for office expenditures. Ensures the payment of invoices and direct purchasing through petty cash or working advance expenditures for office. Negotiates the contracts with the suppliers.
- At the absence of Procurement Manager - represents department at various meetings with, ARC Departments, external agencies, professional organizations, and other groups. Develops and delivers speeches, presentations, and training as required. Corresponds with same groups.

- With the support from Procurement Manager - reviews, analyses and approves all purchases where award is not made to the low bidder to ensure justification exists and policy is followed. Reviews, analyses, researches and approves purchases of a non-competitive nature.
- Assists the Procurement Manager in resolving the problems concerning bid solicitations, contract awards or contract performance as the need arises. Addresses unauthorized purchases. Conveys decisions both verbally and in writing referencing law and policy.
- Drafts and reviews contracts/agreements to ensure compliance with the ARC requirements, proposes alternate language, requests revisions, negotiates terms and conditions, and recommends execution.
- Meets with or speaks to interested vendors concerning potential source for supply and service. Develops and maintains an effective working relationship with vendors and fosters relations between suppliers.

Additional duties

- Suggest improvements or efficiencies that could be implemented
- Support the database development and management process
- Understand and practice the Principles of the Red Cross & Red Crescent Movement
- Any other duties relevant to the position as required by the supervisor

Duties applicable to all staff

- Establish and ensure effective working relationships with all staff
- Ensure effective working relationships with National Society counterparts and leadership
- Ensure effective working relationship with technical and service departments at national, delegation and headquarters level
- Perform other work related duties and responsibilities as may be assigned by the supervisor
- Work towards the achievement of overall goals of the operations in the delegation through effective managerial and lateral relations and teamwork
- Respect and work within the code of conduct of the Red Cross Movement

General Skills, Qualifications and Experience

- Be in good mental and physical health
- Computer proficiency in MS Office applications
- University Degree in the related field
- 3 years of experience in procurement, contracting
- Have excellent communication skills
- Leadership skills, teamwork and relationship building
- Able to prioritize and meet deadlines
- Flexible and adaptable to changing working conditions
- Experience of working for the Red Cross/Red Crescent or other international humanitarian organization
- Experience in humanitarian relief and emergency response programs
- Willing and able to travel whenever required for work purposes
- Speak Creole, French and English

The rules of conduct form an integral part of this contract and must be signed by the employee upon employment. This job description supersedes any prior version relative to the incumbent.

Interested candidates should send their Curriculum Vitae with cover letter, all copies of certificates or diplomas, copy of ID cards (NIF/CIN), certificate of police record by 5:00 pm January 3, 2017 at the following addresses:

**Att.: Human Resources
Procurement Officer
American Red Cross Office
22, rue Métellus, Pétion-Ville, Haïti, HT 6110**

Or

amcrosshrrecruitment@gmail.com with Subject : Procurement Officer

Please notice that only selected candidates will be contacted.