



## **VACANCY ANNOUNCEMENT**

Mercy Corps is a non-profit, non-governmental organization based in Portland, Oregon in the United States of America doing humanitarian, relief and development work globally. Since 1979, Mercy Corps has provided more than US\$1.95 billion in assistance to people in 107 nations. Supported by headquarters offices in North America and Europe, the agency's unified global programs employ 3,700 staff worldwide and reach nearly 16.7 million people in more than 40 countries.

The Operations Department is committed to implementing and maintaining the highest standards of efficiency and integrity in the logistics and purchasing of goods and services for country office in Nairobi, Kenya. The overriding objective for all Mercy Corps procurement and logistics activities are the prompt and effective provision of procurement and logistical solutions as well as materials and services to Mercy Corps' beneficiaries in compliance with Mercy Corps' and donor policies, procedures, regulations and specifications.

We are presently looking for a committed and dynamic individual to take up the position of a **PROCUREMENT OFFICER**, for our AgriFin Digital Farmer Program.

### **GENERAL POSITION SUMMARY**

The Procurement Officer will report directly to the Operations and HR Manager and is responsible for overseeing general aspects of Mercy Corps procurement and logistics operations including procurement, warehousing, asset management and fleet management

### **ESSENTIAL JOB FUNCTIONS:**

The Procurement Officer is responsible for functions at the field as follows:

#### **Procurement:**

- Daily coordination of MC procurement activities.
- Read and comply with Mercy Corps procurement management policies and procedures. Assist, when required with training staff on these policies.
- Raise and assist staff with creating clear and understandable Purchase Requests and other documentation.
- Collect quotations, bids and proposals from vendors and interact with vendors to explain Mercy Corps formats as per laid down policies and procedures.
- Follow MC policies and procedures in all procurement paperwork including and not limited to raising Purchase Requests, Requests for Quotations, Quotation Analysis, Purchase Orders and Goods Received Notes.
- Proper filling of all procurement documents.
- Ensure all Mercy Corps procurement activities are legal and ethical.

#### **Fleet Management**

- General management of the Program vehicle and supervision of the Program Driver.
- Review vehicle log-sheets in accordance with MC policies/regulations
- Organize regular service schedules for the Program vehicle together with the Program Driver.
- Ensure major repairs are done on time.
- Ensure that the vehicle is fitted with a Car Tracking system and renewal of Insurance on time in co-operation with the Program Driver.



## **Asset Management**

- Monitor and implement asset tracking system including use of asset tags, movement of assets, disposal of assets and update asset registry both manually and electronically including proper registration of newly purchased assets. Coordination with Administration and IT to ensure the tracking of assets including those assigned to staff.

## **SUPERVISORY RESPONSIBILITY:**

Direct supervision of: N/A

**REPORTS DIRECTLY TO:** Operations and HR Manager

**WORKS DIRECTLY WITH:** Program and Finance teams.

## **KNOWLEDGE AND EXPERIENCE:**

- Bachelor's Degree in a relevant business field;
- Minimum three years working experience in logistics, supply chain management and/ or international business;
- Must demonstrate understanding of logistics procurement ethics and good management skills with diverse team and large flow of information and activities;
- Ability to work independently and prioritize, show initiative experience in an NGO setting
- Excellent Computer, verbal and written communication skills, including report writing and editing.
- Excellent inter-personal skills;
- Highly pro-active and self-disciplined;
- Demonstrated attention to detail, ability to follow procedures, meet deadlines and work independently and cooperatively with team members.

## **SUCCESS FACTORS:**

The ideal candidate will be conscientious with an excellent sense of judgment. S/he will be an excellent communicator, multi-tasker, and able to work in ambiguous situations. S/he will be a tolerant and flexible individual able to work in difficult and stressful environments and follow procedures. The successful candidate will be focused on team work with a positive attitude toward problem solving and conflict resolution; be a strategic thinker, and maintain a sense of humor.

**Interested candidates who meet the above required qualifications and experience should submit a cover letter, detailed curriculum vitae (CV) listing three professional referees (including a recent supervisor) to [afa-hr@mercycorps.org](mailto:afa-hr@mercycorps.org) on or before **Friday 21<sup>st</sup> December 2018 by 5.00pm**. The email subject line must clearly show the job title. Applications without the right subject heading will be automatically disqualified. Please do not attach any certificates.**

**(Applications will be reviewed on a rolling basis. We will only get in touch with shortlisted candidates)**

**NB: Mercy Corps does not charge any fee at any stage of the recruitment process**  
**WE ENCOURAGE QUALIFIED CANDIDATES TO APPLY.**