

# JOB DESCRIPTION

## Senior Procurement Officer

Position title	Senior Procurement Officer
Location	Dili, Timor-Leste
Reports to	Logistic and Procurement Manager
Grade	5 step 1
Salary	USD \$810 per month
Position type	1 Year with possibility of extension
Start date/timeframe	1 May, 2024

## 1. Background

### 1.1 About CARE

CARE is an international development and humanitarian organization that has been working in Timor-Leste since 1994. With programmes that extend across all parts of the country, CARE works with partners to save lives, defeat poverty, and achieve social justice.

CARE works with remote, rural communities and civil society partners to combat gender inequality, as this has been shown to be one of the most effective ways to create sustainable development outcomes.

Ensuring well-being and a voice for women and girls in rural, disadvantaged areas is at the heart of CARE's work. This is achieved in four priority areas of Education, Women's Economic Empowerment, Health, and promoting Women's Voice in society through development and humanitarian programmes.

## 2. The role

### PURPOSE OF THE POSITION:

The Senior Procurement Officer is responsible to provide day-to-day support to the Logistics and Procurement Manager in undertaking all procurement activities, including for emergency response.

This position is based in Dili, with travels to other Field Offices.

**MAIN RESPONSIBILITIES:**

- The Senior Procurement Officer will ensure that all procurement activities under his/her responsibility is in line with the CARE's procurement Policy (COLAM).
- Monitor and review the online-submitted purchase request.
- Under the direction of the Logistics and Procurement Manager, undertaking the quotation process for procurement in particular for the medium and large and an open bid types.
- Take part of the procurement committee meeting including preparing the meeting notes from the meeting.
- Prepare, analyse and provide recommendation for medium and large procurement process by the bid analysis form.
- In collaboration with the Senior Administration Officer to ensure that, new vendors are fully screened prior to the contract engagement.
- Prepare the payment for the all procurement types; medium and large bids.
- Prepare the Purchase Order for the item to be procured from selected vendor.
- Undertake the Purchase Order/contract mobilization with the vendor/s prior to the signing of the documents.
- Ensure the proper filing, including scanning of all related procurement transactions.

**Planning and Development**

- Implement work plans and development plans if necessary.
- Assist the Logistic and Procurement Manager and Deputy Logistics and Procurement Manager in develop and monitor the Annual Operating Plan

**OTHER RESPONSIBILITIES**

- To proactively manage the APPA process for all direct reports (annual appraisal, midyear review and regular 1:1 meetings) creating an environment where feedback is valued, acted upon and monitored, and where the APPA process (including the paperwork) is an integral component of Annual Work Plans and activities;
- Promote a safe and secure work environment; foster a culture of safety and security awareness and ensure compliance with the safety and security policies, procedures; and
- Demonstrate an ongoing commitment to gender equality, diversity and child protection.

### 3. Selection criteria

#### EXPERIENCE AND QUALIFICATIONS:

- **Minimum Bachelors' Degree in Administration or equivalent and/ or minimum 3 years relevant work experience and/or University Diploma with minimum 5 years relevant work experience, preferably with an International Non-Government Organisation (INGO).**
- **Excellent use of procurement online system such as SUN system and STEPS or other similar system.**
- **Ability to support the Procurement function with integrity and implement procedures and processes, with minimal supervision.**
- **Excellent communication skills in Tetum and intermediate (very good) in English;**
- **Demonstrated high level time management skills, including the ability to plan and manage workflows and balance competing priorities to ensure timely processing to meet deadlines in a complex environment;**
- **Demonstrated strong leadership, decision making, problem solving, planning and attention to detail;**
- **Demonstrated honesty, reliable and trustworthy.**
- **Demonstrated ability to take direction and to work as part of a team;**
- **A willingness to learn about CARE, gender equality and women's empowerment activities; and**
- **Intermediate (very good) in Microsoft Office with knowledge in Microsoft Word and Excel, excellent numeric skills.**

#### Note

- **CARE is an equal-opportunity employer committed to a diverse workplace.**
- **Women and People with Disability are strongly encouraged to apply.**
- **CARE Timor-Leste is committed to protecting the rights of children in all areas we work. CARE Timor-Leste reserves the right to conduct screening procedures to ensure a child-safe environment.**