

## Job description

<b>Job Title</b>	Procurement Officer
<b>Classification Level</b>	G12
<b>Organizational Unit / Duty Station (Department / Regional Office / Delegation.... etc)</b>	Procurement / Rabat
<b>Immediate Supervisor's Title</b>	Procurement/Logistics Delegate
<b>Technical Manager's Title (if applicable)</b>	Procurement/Logistics Delegate
<b>Number of Technical Reports (if applicable)</b>	
<b>Number of Direct Reports (if applicable)</b>	
<b>Number of Indirect Reports (if applicable)</b>	

### Organizational context (where the job is located in the Organization)

The International Federation of Red Cross and Red Crescent Societies (IFRC) is the world's largest humanitarian organization, with a network of 191-member National Societies (NSs). The overall aim of IFRC is "to inspire, encourage, facilitate, and promote at all times all forms of humanitarian activities by NSs with a view to preventing and alleviating human suffering and thereby contributing to the maintenance and promotion of human dignity and peace in the world." IFRC works to meet the needs and improve the lives of vulnerable people before, during and after disasters, health emergencies and other crises.

IFRC is part of the International Red Cross and Red Crescent Movement (Movement), together with its member National Societies and the International Committee of the Red Cross (ICRC). The work of IFRC is guided by the following fundamental principles: humanity, impartiality, neutrality, independence, voluntary service, unity, and universality.

IFRC is led by its Secretary General, and has its Headquarters in Geneva, Switzerland. The Headquarters are organized into three main Divisions: (i) National Society Development and Operations Coordination; (ii) Global Relations, Humanitarian Diplomacy and Digitalization; and (iii) Management Policy, Strategy and Corporate Services.

IFRC has five regional offices in Africa, Asia Pacific, Middle East and North Africa, Europe, and the Americas. IFRC also has country cluster delegations and country delegations throughout the world. Together, the Geneva Headquarters and the field structure (regional, cluster and country) comprise the IFRC Secretariat.

IFRC has a zero-tolerance policy on conduct that is incompatible with the aims and objectives of the Red Cross and Red Crescent Movement, including sexual exploitation and abuse, sexual harassment and other forms of harassment, abuse of authority, discrimination, and lack of integrity (including but not limited to financial misconduct). IFRC also adheres to strict child safeguarding principles.

Job is located in Rabat, Morocco as support to the Logistics, Procurement and supply chain management structure of the operation. Earthquake took place 8<sup>th</sup> September 2023 City of Marrakech and its surrounding areas, resulting in significant damage and destruction to shelter and settlements, health, water and sanitation facilities.

### Job purpose

Supporting IFRC Procurement/Logistics delegate in the implementation of procurement and supply chain related activities.

### Job duties and responsibilities

- Adhere to International Federation standard procurement practices, keeping records keeping in accordance with audit trail standards.
- Obtain a minimum of three quotations per purchase, preparing the resulting Comparative Bid Analysis and recommendations to purchase and the systematically documentation of all relevant information in Purchase Committee minutes where appropriate.
- Assist procurement/logistics delegate to prepare and submit appropriate supporting documents to the Regional Logistics Unit in Nairobi, Kenya for purchases over CHF 50,000.00.
- Execute, following appropriate authorization, the purchase and delivery of supplies in a timely and cost-effective manner.
- Liaise and coordinate in a timely manner with the relevant delegations, departments, units, and services regarding delivery of supplies, keeping all parties informed of any changes.
- Identify and maintain an accurate and up-to-date supplier information database for regularly purchased items and keep informed of local market conditions.
- Establish and maintain a good professional working relationship with suppliers and inspection companies.
- Ensure, through extensive travel and market investigation, that all purchased goods meet International Federation standards, are fit for their intended purpose and have, where required, appropriate inspection certificates.
- Liaise with international, governmental and non-governmental organizations and collaborate where appropriate
- Produce regular, timely and accurate narratives and financial reports for the International Federation and donors.

**Duties applicable to all staff**

1.	Actively work towards the achievement of the Federation Secretariat's goals
2.	Abide by and work in accordance with the Red Cross and Red Crescent principles
3.	Perform any other work related duties and responsibilities that may be assigned by the line manager

## Position Requirements

Education	Required	Preferred
A university degree in Logistics, business or other related area. Alternatively, candidates with practical experience and a proven track record in logistics or a related area will be considered.	X	
Professional qualification in procurement or equivalent		X
Experience	Required	Preferred
Up to 3 years' experience in a wide variety of logistics, including procurement and procurement assessments, purchasing, contracting, transport management, warehouse management, stock control and customs clearance,	x	
Experience working for a humanitarian aid organization in a developing country		x
Experience in providing procurement services in emergencies	x	
Experience in supporting a Cash Transfer Programme		x
Experience of working in a multinational team (including ex-pats and local staff)	x	
Experience in field coordination and liaison with NGO, government, and other agencies	x	
Experience in writing narrative & financial reports	x	
Red Cross/Red Crescent knowledge and experience		x
Knowledge and Skills	Required	Preferred
Proficient in basic computer software programmes (Windows, spreadsheets, word-processing)	X	
Valid driving license for light vehicles (manual gears)		X
Skills in training and developing staff		X
Languages	Required	Preferred
Fluently spoken and written French	X	
Fluently spoken and written Arabic	X	
Advanced knowledge of written and spoken English	X	
Competencies (to be filled in by HR)		
<b>Values:</b> Respect for diversity; Integrity; Professionalism; Accountability		
<b>Core competencies:</b> Communication; Collaboration and teamwork; Judgement and decision making; National society and customer relations; Creativity and innovation; Building trust		
<b>Functional competencies:</b> Strategic orientation; Building alliances;		