



Rapid Response Role Profile

Job Title	Procurement Officer
Classification Level	
Immediate Supervisor's Title	ERU Logistics Team Lead / Supply Chain Coordinator
Number of Direct Reports (if applicable)	
Number of Indirect Reports (if applicable)	

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 volunteer-based humanitarian network. IFRC is a membership organisation established by and comprised of its member National Red Cross and Red Crescent Societies. Along with National Societies and the International Committee of the Red Cross (ICRC), the IFRC is part of the International Red Cross and Red Crescent Movement. IFRC's headquarters is in Geneva, with regional and country offices throughout the world.

Due to the nature of emergency response operations, this role profile is an outline of the likely responsibilities applicable to Procurement Officer, deployed in a Federation co-ordinated operation. They are complementary to and should be read in conjunction with the specific tasks elaborated in the Deployment Order / Terms of Reference.

Job purpose

To co-ordinate and support in country procurement services to enable the delivery of logistics services in-line with LPSCM strategy and IFRC procedures ensuring right quality and optimised procurement service that meets the requests of services users in emergency operations. This role is primarily focused upon supervising and conducting all country level procurement activities for and on behalf of IFRC. The Procurement Officer will work closely with the Logistics Manager for delivery of logistics services with responsibility for procurement activities e.g. ensuring local sourcing, timely deliveries, quality of goods and services, local market research. The Procurement Officer plays an active role in training and supporting other IFRC and National Society personnel in relevant procurement activities and supports the Manager to ensure alignment in cross-function activity.

Role (Job Requirements)

Job duties and responsibilities

1. Work in close collaboration with Operational LPSCM Units to ensure that the best sourcing strategy is used
2. Provision of services to in country operating National Societies and IFRC partners
3. The current main challenge faced within this role is in ensuring procurement activity is in compliance with IFRC procedures, regulations and standards.
4. To plan, co-ordinate and organize country level IFRC procurement activities in full compliance with IFRC Procurement Procedures and best practices to enable a high quality, efficient and cost-effective procurement process that meets the requests of the services users.
5. To liaise with relevant field level operational partners and governmental bodies and keep up to date with local market conditions to enable delivery of most efficient procurement service.
6. To maintain and communicate a comprehensive data of all goods and services procured at a country level, and registered suppliers to enable LPSCM to evaluate and instigate opportunities to consolidate supplier commercial arrangements for the benefit of the IFRC and its country partners.
7. To report to the country Logistics manager on any foreseen changes in procurement plans and activities
8. To carry accountability for ensuring that all procured goods and services are compliant with IFRC regulations and quality standards, are fit for purpose and inspection compliant
9. To provide procurement advice and technical support to other country level IFRC functions to ensure a coordinated IFRC procurement service

10. To provide support and training to national procurement staff, volunteers and National Societies (NS) to improve the quality of procurement services with Red Cross Red Crescent Movement, promote adherence to best practice principles and compliance with necessary regulation, legislation and IFRC procedures
11. To support the Logistics Manager in managing, evaluating and reporting upon procurement activity which meets delivery, budget and quality targets in-line with LPSCM procedures and country procurement plans.

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

Profile (Position Requirements)

Education	Required	Preferred
Professional qualification in logistics or equivalent experience	⊙	
Basic Delegates Training Course, IMPACT or equivalent knowledge		⊙
Logistics ERU training		⊙
Introduction to Cash Transfer Programming		⊙
Experience	Required	Preferred
5 years professional procurement experience	⊙	
Experience managing budgets	⊙	
Experience in narrative & financial reporting	⊙	
Experience in managing and training staff/volunteers		⊙
Experience working for a humanitarian aid organisation		⊙
Red Cross/Red Crescent knowledge and experience	⊙	
Knowledge & Skills	Required	Preferred
Valid international driving license for light vehicles (manual gears)	⊙	
Valid heavy vehicle driving license	⊙	
Good understanding of financial processes and budgeting	⊙	

Core Competencies	Tier 1	Tier 2	Tier 3
Movement context, principles and values	⊙		
National Society Capacity Strengthening	⊙		
Coordination	⊙		
Assessment	⊙		
Direction Setting and Quality Programme Management	⊙		
Information Management	⊙		
Resource Management	⊙		
Safety and Security	⊙		
Transition and Recovery	⊙		
Community engagement and accountability	⊙		

Protection, Gender and Inclusion	⊙		
Environmental Sustainability	⊙		
Collaboration and teamwork	⊙		
Conflict Management	⊙		
Interpersonal Communication	⊙		
Cultural awareness	⊙		
Judgement and decision making	⊙		
Motivating Others	⊙		
Personal resilience	⊙		
Integrity	⊙		

Technical Competencies	Tier 1	Tier 2	Tier 3
Supply Chain	⊙		
Warehousing	⊙		
Procurement		⊙	
Transport and Fleet Management	⊙		
Airport/Port operations	⊙		
Cash Based Intervention	⊙		
Market Assessment		⊙	
Market Based Intervention	⊙		
National Society Logistics Development	⊙		
Medical Logistics	⊙		

Languages	Required	Preferred
Fluently spoken and written English	⊙	
Good command of another IFRC official language (French, Spanish or Arabic)		⊙
Other languages:		