



International Federation of Red Cross and Red Crescent Societies
Fédération internationale des Sociétés de la Croix-Rouge et du Croissant-Rouge
Federación Internacional de Sociedades de la Cruz Roja y de la Media Luna Roja
الاتحاد الدولي لجمعيات الصليب الأحمر والهلال الأحمر

The International Federation of Red Cross and Red Crescent Societies (IFRC) is the world's largest humanitarian organization, with 190 member National Societies. As part of the International Red Cross and Red Crescent Movement, our work is guided by seven fundamental principles; humanity, impartiality, neutrality, independence, voluntary service, unity and universality.

Title: **Procurement Officer**

Location: **Athens, Greece**

Type of Contract: **Fixed Term Contract**

Application Deadline: **8 July 2016**

Due to the nature of the operations, Applications will be processed as they come and the position maybe filled before the above deadline.

General:

The largest movement of displaced people through Europe's borders since World War Two occurred in 2015. During that year, 1.1 million crossed into Turkey, and one million migrants made a dangerous journey across the Mediterranean. Around 850 000 crossed via Turkey to Greece. This year, in 2016, several thousands of migrants arrived in Greece and have been unable to travel on through Europe because of closed borders with neighbouring countries.

ROLE PURPOSE:

The Role of the Procurement officer is to plan and provide procurement services in support of relief assistance activities for emergency operation in Greece. Specifically, to manage the procurement function and team to facilitate accountable and efficient procurement of relief, food and other resources, from sourcing to delivery at logistics hub to point of use in order to ultimately support the activities of the Emergency Appeal in Greece in an efficient and timely manner.

Job Responsibilities

The HRC Procurement Officer is guided by and adhering to the Hellenic Red Cross / Federation Standardised procurement guidelines, policies and procedures. The post holder is therefore accountable for:

- To follow the HRC / Federation standard procurement practices and keeping records to fulfil audit trail standard.

- To obtain no less than three quotations, prepare a Comparative Bid Analysis and recommendations to purchase, with all information being systematically recorded in Purchase Committee minutes where appropriate.
- Support, advise and supervise the work of the Procurement Assistant on his day to day work
- To liaise with the Procurement Delegate to develop and manage a sourcing plan for the procurement of food in coordination with IFRC GLS.
- To liaise with the Procurement Delegate, for the major regional and local procurement of materials and other various goods needed for the operation.
- With appropriate authorization execute the purchase of appropriate supplies and arrange delivery in a timely and cost effective manner for logistics hubs.
- To liaise and coordinate with the relevant functions regarding delivery of supplies and keep all parties informed of any changes in a timely manner.
- To 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.
- Through extensive travel and market investigation ensure that all purchased goods are of the HRC / Federation standard and fit for the purpose, and have appropriate inspection certificates as required.
- To liaise with international, governmental and non-governmental organizations and collaborate where appropriate.
- Develop monthly procurement report and maintain accurate requisition date information
- To monitor from the RFQ up to the last payment all procurement issues
- To support, train and develop National Society staff as required.
- To produce regular, timely and accurate narrative and financial reports for the HRC and donors and prepare a monthly financial forecast for procurement.
- Ensure the translation of all procurement documents to or from English as required.

Scope of the Role:

- The job duties and responsibilities as set out above are not exhaustive and the Post holder may be required to carry out additional duties within reasonableness of their level of skills and experience.
- Actively work towards the achievement of the goals of the organization.
- Abide by and work in accordance with the Red Cross/Red Crescent principles.
- Contribute to a positive team environment and service excellence to meet the needs of beneficiaries.
- This position will be hired by the IFRC and seconded to the Hellenic Red Cross.

Requirements for the Role:

- Relevant University Degree or Experience is essential
- Minimum of three years' experience in similar position
- Excellent Computer Skills (word, excel, Outlook)
- Experience in Managing and training Staff is essential
- Fluently in spoken and written English and Greek is a prerequisite
- Experience within the Red Cross and Red Crescent Movement will be preferred

Application Forms

Interested candidates should send **English CV and Cover letter** to the following e-mail address: hr.greece@ifrc.org Please mention the Position Title in the subject of the e-mail.

Only candidates who have valid work permits will be shortlisted; if they fit the other criteria. ***All CVs will be treated with strict confidentiality***