



JOB OPPORTUNITY AT CRS/RWANDA

Job Title: Procurement Manager

Department: Operations

Band: 8

Reports To: Operations Manager

Country/Location: Rwanda (Kigali)

About CRS

Catholic Relief Services is the official international humanitarian agency of the Catholic community in the United States. CRS works to *save, protect, and transform* lives in need in more than 100 countries, without regard to race, religion or nationality. CRS' relief and development work is accomplished through programs of emergency response, HIV, health, agriculture, education, microfinance and peacebuilding.

Catholic Relief Services (CRS) has been working in Rwanda since 1961. CRS Rwanda's key programming areas include agriculture, early childhood development, economic strengthening, justice and peace building. To achieve this, CRS collaborates with the government of Rwanda, donors, the Catholic church, private sector, and civil society organizations. CRS Rwanda has an annual budget of over \$8 million USD and is comprised of over 70 staff.

Job Summary:

You will manage all Country Program systems and processes for local and international procurement of goods and services to support the delivery of high-quality programming to the poor and vulnerable. Your knowledge and experience will allow you to successfully manage the quality and efficiency of all procurement and purchasing activities and to ensure stewardship, integrity, transparency, and accountability.

Roles and Key Responsibilities:

- Manage fully compliant procurement systems and operating procedures and organize the procurement functions. Assess effectiveness and efficiency and lead improvements. Ensure compliance with CRS procurement principles, standards, and policies; donor regulations; and local statutory requirements.
- Coordinate with various departments to proactively assist with goods/services flow analysis and determine the appropriate supply chain modality, needs and quantity, quality and delivery requirements for goods, services and cash and voucher assistance (CVA). Maintain an up-to-date procurement plan. Collaborate with budget holders to develop annual budget plans that meet procurement needs.
- Manage and control the analyze-to-contract process with strategic sourcing solutions to ensure the best value for money. Key activities include market assessment and price monitoring, writing goods/services specifications, defining supplier evaluation criteria, organizing solicitation documents, running transparent and consistent bidding and vendor selection processes, preparation of contracts, etc.
- Ensure the highest level of transparency and integrity amongst the procurement department and prevent fraud along the procurement process. Conduct periodic risk assessment along the procurement process.
- Effectively manage talent and supervise. Manage team dynamics and staff well-being. Provide coaching, strategically tailor individual development plans, and complete performance management

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for direct reports. Monitor and assess performance to ensure adequate capacity for successful support of high-quality programming.

- Oversee and monitor relationships and transactions with suppliers and voucher vendors, supplier performance, and contractual obligations to ensure contract completion per authorized terms and conditions. Take action to address current and/or potential contractual issues and/or inefficiencies to mitigate risk. Advise on contract/purchase order modifications, if needed.
- Monitor payment terms and schedules through maintenance of open order report and oversee coordination with the finance team to ensure timely payments to vendors.
- Manage a reliable procurement document trail and database management system for control, accountability, and input for proper inventory recording. Ensure all required information and records are complete, accurate, up-to-date, and properly filed. Oversee reports preparation, consolidate reporting and analyze data for decision-making.

Basic Qualifications

- Bachelor's degree in Procurement, Business Administration, Management or relevant field. Master's Degree a plus.
- Minimum of 5 years work experience in procurement/purchasing management, logistics, administration with increasing responsibility, preferably with an international organization.
- Good knowledge of various donor procurement regulations (e.g. USAID, EU, UN)
- Additional education may substitute for some experience.
- Knowledge of international and national procurement regulations and local market conditions.
- Strong knowledge of contract terms and proven ability to negotiate terms and agreements and build and maintain networks with suppliers.
- Staff management experience and abilities that are conducive to a learning environment.

Required Languages - English, French and Kinyarwanda

Travel - Must be willing and able to travel up to 25 %.

Knowledge, Skills and Abilities

- Strong planning, coordination, prioritization, and time management skills
- Strong analytical skills with ability to make independent judgment and decisions
- Ethical conduct in accordance with recognized professional and organizational codes of ethics
- Proactive, resourceful, solutions-oriented and results-oriented
- Strong negotiation, communication, and relationship management skills

Preferred Qualifications

- Master's Degree in Business Administration or other relevant field preferred. Professional certifications a plus.
- Good knowledge of and experience in CVA programming and operational requirements.
- Proficient in MS Office package (Excel, Word, PowerPoint). Experience with database management systems (e.g. MS Access) highly desirable.

Agency-wide Competencies (for all CRS Staff)

These are rooted in the mission, values, and guiding principles of CRS and used by each staff member to fulfill his or her responsibilities and achieve the desired results.

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- Personal Accountability – Acts with Integrity – Builds and maintains Trust – Collaborates with others – Open to learn – Strategic Mindset – Develops and Recognizes others – Leads change

Supervisory Responsibilities: one (1) Procurement Officer

Key Working Relationships:

Internal: CRS staff in country, regional and HQ staff

External Suppliers, Partners, Government of Rwanda relevant entities

****Our Catholic identity is at the heart of our mission and operations. Catholic Relief Services carries out the commitment of the Bishops of the United States to assist the poor and vulnerable overseas. We welcome as a part of our staff people of all faiths and secular traditions who share our values and our commitment to serving those in need. CRS' processes and policies reflect our commitment to protecting children and vulnerable adults from abuse and exploitation.*

Disclaimer: This job description is not an exhaustive list of the skill, effort, duties, and responsibilities associated with the position.

CRS' talent acquisition procedures reflect our commitment to protecting children and vulnerable adults from abuse and exploitation. CRS is an Equal Opportunity Employer and women are strongly encouraged to apply for this position.

How to apply

Interested and qualified candidates should complete the attached **application form, Self -Declaration Clause** and submit them together with **one page Cover letter** plus **updated CV** (maximum three pages) all in/as one document - via email only to: RW_HR@crs.org not later than **Friday November 25, 2022, at 5:00pm**.

Please, include below statement in your cover letter:

“By applying to this job, I understand and acknowledge that CRS requires its staff to treat all people with dignity and respect and to actively prevent harassment, abuse, exploitation, and human trafficking. Further, I understand that if I am a successful candidate, I will be subject to a comprehensive background check, and my personal/professional references will be asked to evaluate my behaviors related to the above safeguarding-related topics”

Also include your **full names** and title **“Procurement Manager”** in the **subject line**. Due to anticipated high interest in this post and the expected number of applicants, only short-listed candidates will be contacted.

Kigali November 14, 2022

Jude-Marie Banatte
Country Representative

