



Functional Title	:	Supply Chain Management Officer
Responsibility Level/Grade	:	Officer
Department/Project	:	Program Support
Workstation	:	Central Office with frequent field visits
Incumbent Name	:	Vacant
Supervisor/Principal Evaluator/Title	:	Manager Level (TBD)

BACKGROUND

CARE Nepal is a not-for profit organization that works across the spectrum of humanitarian action and long-term development programs to address gender-based violence, women and girls’ leadership and voice, inclusive governance, sexual & reproductive health, livelihoods, food and nutrition security, disaster risk reduction, and climate change. It draws on its global experience to address the underlying causes of poverty and social injustice, with a distinct focus on the most marginalized and vulnerable women and adolescent girls. It works in partnerships with state agencies, donors, NGOs, civil society organizations, research institutes, private sectors, and also closely collaborates with community members. It currently has presence in all seven provinces of Nepal.

The Mother and Child Wellbeing Partnership Program (MCWPP) in Nepal will be implemented in Sudurpaschim, Karnali, Lumbini, and Madhesh Provinces, targeting six districts with high rates of poverty, poor health and nutrition outcomes, and high rates of food and nutrition insecurity. The MCWPP aims to improve the wellbeing of children and their mothers in targeted districts of Nepal. Activities aim to strengthen the health system; improve care and feeding practices; increase household food security; promote food safety and hygiene; and promote women’s empowerment and leadership.

JOB SUMMARY

The incumbent is responsible for the timely procurement of quality goods and services. The incumbent is required to develop and maintain professional relationships with all vendors and establish and maintain adequate communication channels between CARE Nepal CO, MCWPP teams, field offices, program partners, and vendors. Incumbent will prepare reports of procurement plan & and lease commitments, deliver goods and services promptly to ensure smooth program implementation, and ensure compliance with donors and CARE USA procurement policies and procedures and its requirements relating to procurement.

The Incumbent will work closely with MCWPP team leader and other staff to deliver his/her responsibility. The incumbent is responsible for the procurement and logistics of MCWPP related supplies, health equipment, WASH materials, agriculture and nutrition related items, and supports the timely dispatch. The person will also assists in all other logistic functions, internal controls, and resource management to the team. The incumbent is responsible for clearing the goods from the Nepal Customs office.

The employee shall fully comply with CARE policies and procedures and should be accountable for it.



RESPONSIBILITIES AND TASKS:

Procurement of goods and services in conformity with CARE procurement manual and donor rules and regulations.

- Procurement of utilities, goods, supplies, and services and formalizes payment of all invoices against its supply.
- Ensure adherence to CARE policies and procedures as well as donor regulations and local laws for procurement of requisite services or goods transparently and ethically.
- Prepare requests for quotation (RFQ) to be sent to vendors.
- Review and analyze quotations and prepare summary bid analysis (SBA)
- Prepare purchase orders (PO) for approval (including those for consultant agreements)
- Obtain general quotations for preparation of annual budgeting whenever required.
- Negotiate the best deal for CARE with vendors including goods and service providers, hotels and other similar business, and maintain good relations with vendors/manufacturers.
- Review active orders and coordinates and communicates with all internal departments and vendors on purchase related requirements and appropriate delivery schedule.
- Conduct Market Survey for procurement of Goods and services as and when required.
- Extract vendor information, procurement status report, consolidated purchase requisition and purchase orders
- Maintain filing of complete procurement documents including PR, PO, GRN, and all correspondence related to procurement.
- Keeping track of the payment after the files are sent to finance.

Prepare a database of all the rates currently charged by the contractors and vendors which could be referred to at the time the services are required.

- Maintain complete and accurate procurement master files (including purchase requisition, quotation, purchase order, and procurement-related documents)
- Initiate and negotiate the hiring of private vehicles and other transport services as and when required.

Identify and determine vendors for the supply of various goods and services.

- Prepare vendor set-up form and send it to the procurement committee for approval.
- Coordinating with the SSC Supplier Maintenance team for vendor setup and modification.
- Support in the Annual Vendor Review every year.
- Identify and determine the best quality goods/products and service-delivering vendors for supply and delivery of goods, repair and maintenance, and similar activities.
- Update and maintain vendor's detailed information with classification of products and services.
- Obtain performance feedback about the consultant from the requester /budget holder in the prescribed format and maintain a copy in the procurement.
- Maintain filing of complete procurement documents including PR, PO, GRN, and all correspondence related to procurement.

Logistic

- Identify requirements and establish and maintain all logistical infrastructures for administration and operations.
- Identify and analyze procurement and transport requirements.



- Take responsibility for the movement of all goods and equipment to ensure efficient and timely delivery.
- Maintaining the record of goods and equipment.
- Clearing the goods from the Nepal Customs office.

Internal Controls and Resource Management

- Incorporate donor regulations in CARE standard operating procedures and control systems to ensure thoroughness in the implementation of the project.
- In compliance with CARE and Donor practices, establish measures to ensure the safe handling of commodities while in the custody of intermediaries.
- Ensure that damaged commodities are properly documented.
- Conduct a periodical review of each commodity handling and storage point to ensure proper records maintenance by CARE/Donor requirements and make appropriate recommendations.

Upholding CARE's Core values and ensuring its principles.

- Comply and exercise organizational values and culture.
- Help to promote rights and good governance.
- Responsible for gender-responsive behavior in all actions and decisions.
- Demonstrate positive behaviors following CARE code of conduct and uphold implementation of CARE Safeguarding policy at all levels.
- Conduct awareness raising on CARE Safeguarding policy, feedback and accountability channels and code of conduct.

Spending authority: NA

Working conditions: Based in Kathmandu with some requirements for travel out of Kathmandu.

PERSON SPECIFICATION REQUIREMENTS

Qualifications and Experience

Bachelor's degree in business administration or a relevant degree with a minimum of 3 years of experience in a similar position.

Knowledge Skills and Competencies

- Good Knowledge of local and international procurement processes.
- Good Knowledge of releasing health equipment from the Nepal Customs Office.
- Sound knowledge of financial procedures
- Tactfulness and an excellent ability to deal with people.
- Proficient in the use of Microsoft Office especially in Excel spreadsheets and software packages
- Excellent communication skills both in English and Nepali



Approved by: _____

Date: _____

Agreed by: _____

Date: _____