



JOB DESCRIPTION

Functional Title	:	Procurement and Supply Chain Officer
Responsibility Level	:	Officer
Department	:	Finance and Program Support
Workstation	:	Kathmandu
Incumbent's Name	:	To Be Determined
Supervisor/Principal	:	Procurement, Logistics and Fleet Specialist

JOB SUMMARY

Under the supervision of the Procurement, Logistics and Fleet Specialist, The incumbent will be responsible for establishing and maintaining professional relationships with vendors to ensure the timely procurement of quality goods and services. S/he will facilitate effective communication among CARE Nepal, project offices, and vendors; develop and monitor procurement plans and lease commitments; ensure the timely delivery of goods and services to support smooth program implementation; and maintain compliance with donor requirements, CARE USA procurement policies, procedures, and procurement-related guidelines. The employee is expected to adhere fully to CARE's policies and procedures and will be held accountable for ensuring compliance with them.

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

KEY RESPONSIBILITIES AND TASKS:

R1. Lead and support in procurement of goods in conformity with CARE procurement manual and donor rules and regulations

- Support the end-to-end procurement of goods, supplies, and operational requirements in compliance with CARE procurement policies, procedures, and donor regulations.
- Assist in developing and implementing procurement plans to ensure the timely availability of goods for program and operational activities.
- Prepare and process procurement documents, including Purchase Requisitions (PRs), Requests for Quotations (RFQs), bid analyses, Purchase Orders (POs), and contracts.
- Review and evaluate supplier quotations and prepare Summary Bid Analyses (SBAs) to facilitate transparent and value-for-money procurement decisions.
- Coordinate with requesting departments, vendors, and project teams to ensure timely procurement and delivery of goods.
- Maintain an updated database of approved suppliers and support vendor sourcing, market assessments, and supplier performance monitoring.
- Negotiate prices, delivery schedules, and purchasing terms with suppliers, in consultation with the supervisor, to achieve cost savings and best value.
- Monitor active purchase orders and follow up with vendors to ensure timely and satisfactory fulfillment of procurement requirements.
- Verify receipt of goods and ensure appropriate receiving documentation, including General Receipt Notes (GRNs), is completed and filed.
- Track and document procurement status, and performance indicators for reporting and management purposes.
- Maintain complete and accurate procurement records, both digital and physical, ensuring compliance with organizational, donor, and audit requirements.



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- Coordinate with the Finance team to facilitate timely processing of supplier payments and resolve procurement-related payment issues.
- Ensure transparency, accountability, and adherence to internal controls throughout the procurement process and support internal and external audit reviews as required.

R2. Lead and support in strengthening the procurement of services in conformity with CARE procurement manual and donor rules and regulations

- Support the planning, sourcing, and procurement of services in accordance with CARE's Procurement Manual, policies, and donor compliance requirements.
- Assist in preparing and reviewing procurement documents, including requests for quotations (RFQs), requests for proposals (RFPs), bid analyses, contracts, and purchase orders.
- Ensure procurement processes are transparent, competitive, and well-documented, maintaining complete procurement files and audit trails.
- Coordinate with program and support teams to develop service procurement plans and ensure timely acquisition of services required for project implementation.
- Conduct market research and maintain an updated database of qualified service providers to enhance procurement efficiency and value for money.
- Monitor vendor performance and ensure contractual obligations, service quality standards, and delivery schedules are met.
- Support procurement committee processes, bid evaluations, and contract negotiations in compliance with organizational and donor requirements.
- Identify and mitigate procurement-related risks while ensuring adherence to ethical standards, internal controls, and anti-fraud measures.
- Provide guidance and support to project staff on procurement procedures and donor compliance requirements related to service procurement.
- Prepare procurement reports, records, and compliance documentation for management review, audits, and donor reporting purposes.

R3 Identify and determine vendors for supply of various goods and services

- Prepare vendor set-up form and send it to procurement committee for approval
- Coordination with Shared Service Center for the vendor enrollment, reactivation and deactivation in the system.
- Support during Annual Vendor Review Process.
- Update and maintain vendor's detailed information with classification of products and services
- Obtain performance feedback about consultant from the requester /budget holder in the prescribed format and maintain a copy in the procurement file.

R4. Support in strengthening Supply Chain Management related KPIs

- Track and report procurement savings.
- Conduct market analysis and maintain supplier price information.
- Establish and manage framework agreements with vendors and service providers.
- Promote the utilization of framework agreements to improve efficiency and value for money.
- Maintain vendor databases, procurement records, and framework agreement trackers.



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- Prepare timely procurement and supply chain reports.
- Monitor vendor performance and maintain effective supplier relationships.
- Support continuous improvement of supply chain processes in compliance with CARE policies and donor requirements.
- Vendor orientation and awareness on CARE Values and principles.
- Support partners on procurement and supply chain strengthening on need basis.
- Other responsibility as assigned by the line manager and the management of the organization including support in case of emergency and transition and gaps within function/department.

R5. Upholding CARE's Core values and ensuring its principles.

- Link and demonstrate CARE Nepal's core values, programming principles, strategic objects, gender equity, diversity, and inclusion in programming and behaviors.
- 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 the 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.
- Safety and Security is everyone's responsibility within CI through full compliance and accountability (as per Principle –ii of the CARE International Safety & Security Principles).

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. Experience in handling service procurement.

Knowledge Skills and Competencies

- Good Knowledge of local and international procurement processes.
- 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

Disclaimer/Note

The responsibilities and requirements outlined in this Job Description are subject to change and may be revised as necessary to reflect evolving organizational priorities, operational requirements, and the needs of the position.

Approved by: _____

Date: _____

Agreed by: _____

Date: _____