



Procurement Manager Job Description

Job Title:	Procurement Manager
Level and Grade:	Grade 70
Job Type:	Long Term/Exempt Position
Reporting Manager:	Senior Director, Procurement
Department:	Procurement
Office:	Baltimore, MD, or Washington D.C.
Date:	7.06.2022

About Corus:

Corus International leads an ensemble of social impact organizations working together in the world's most fragile settings to deliver the holistic, lasting solutions needed to overcome the interconnected challenges of poverty, health care access and climate change. Corus is a new model in the international space, creating a consortium of specialized non-profit and for-profit entities for greater impact. Additional growth is expected.

Corus combines over 150 years of experience of our non-profit and for-profit subsidiary organizations – LWR, IMA, CGA Technologies, Ground Up Investing, and LWR Farmers Market. Together, the organizations take a systematic approach to grow rural economies, eliminate extreme poverty, ensure access to quality healthcare, and respond to urgent humanitarian needs in fragile settings.

Further details about the organization can be found at <https://corusinternational.org>

Job Brief:

Position Summary:

The Procurement Manager furthers the mission of Corus International by supporting the procurement services of the organization; acquisition of project related materials; donated inventory management; and administrative functions related to contractual agreements and documents including preparation of sub-grants, associated modifications and review and routing of any incoming contractual documents.

This position is responsible, under the guidance of the Senior Director, Procurement, for the effective delivery of procurement services for Corus. The Procurement Manager will adhere to agency and donor established procurement procedures and regulations.

Key Result Areas:

The success of this role is measured by the following KRAs:

- Successfully manage his/her assigned portfolio's procurements with limited supervision.
- Successfully deliver procurement presentations and training to the field staff in line with donor and agency rules and regulations.
- Stay abreast of maintaining an up-to-date filing system and procurement track recording to meet internal/external audit expectations.

Roles and Responsibilities:

Procurement Technical Lead- 60%

Manage technical and operational aspects of developing tender-related documents that conform to specific donor(s) and Corus procurement regulations and procedures.

- a. Maintain relationships with international and domestic vendors.
- b. Liaise with field offices to determine procurement needs and appropriate delivery schedules. Work closely with the field offices on creating and developing solicitations for international procurements.
- c. Assist with all HQ purchasing activities, which include:
 - Work with program and finance departments to ensure all procurements are planned and executed on time
 - Solicit, negotiate, and evaluate quotations from suppliers as required.
 - Chair Evaluation Committee meetings, prepare evaluation memos and PBS
 - Complete purchases below Micro-Purchase Level.
 - Communicate with appropriate partners regarding status of orders.
 - Prepare contracts and purchase orders; maintain procurement files.
 - Develop and establish BPAs with vendors of commonly procured goods and services.
 - Place, Purchase Orders and Contracts; coordinate payments with accounting.
 - Negotiate terms of the Contract, Purchase Order, and BPA
 - Ensure suppliers' risk assessment.
 - Resolve invoice and accounting problems with vendors.
 - Ensure paperwork is received regarding delivery of product to its destination and closeout the purchase order file.
 - Ensure goods match order; inspect if necessary.
 - Make supplier award recommendations to supervisors.
 - Any other relevant tasks assigned by the supervisor.

Vendor List & Market Analysis- 20%

Maintain preapproved vendor list for HQ through conducting market analysis and established vetting processes; and obtain bids for commercial goods and services and transportation in accordance with appropriate donor government regulations. Discovering profitable suppliers and initiate procurement partnerships.

Shipping and Logistics- 10%

Arrange shipping to ultimate destination, provide all necessary documents required for shipping, provide in-country logistical support as needed and confirm receipt of goods from ultimate recipient. Develop and create necessary documentation for shipments from vendors/donors and providing coordination and tracking of those shipments with freight forwarders and field offices.

Manual & Training- 5%

Assist in development/updating of Procurement Manual and in delivery of procurement trainings to targeted audiences.

Compliance Issue- 5%

Ensure compliance with agency and donor rules and regulations including anti-terrorism (Patriot Act) regulations.

Supervisory:

This role reports to Senior Director, Procurement
This role does not supervisor or manage staff

Education:

Four-year college degree in business, or related field, or equivalent education and experience.

Qualifications:

- Basic computer skills and proficiency in Microsoft Excel, Word, Outlook, SharePoint, Skype for Business, and Team Meeting.
- Experience in Commodity Procurement or Supply Chain Management/Logistics, preferably five (5) + years' experience in international procurement.
- Specialized training and/or experience relating to procurement of commodities funded by government and/or multi-lateral international organizations such as USAID, DFID, Global Fund or World Bank.
- Minimum of two years of experience with international procurement and delivery of USG restricted goods with focus on pharmaceuticals (HIV/AIDS supplies, including ARVs) with Global Fund, USAID, or World Bank is preferred.
- English fluency in writing, reading, and speaking. French is desirable but not required.
- Working knowledge of US Government acquisition contracting procedures, regulations, policies (particularly USAID) i.e. FAR, 2 CFR 200, 22 CFR 228 is preferred.
- Good organization and communication skills as well as ability to multitask are essential.
- Capable of managing numerous simultaneous projects.
- Ability to prepare and deliver presentations to colleagues; Strong written and oral communication skills; Strong project management skills.

Other Duties:

This job description is not designed to cover or contain a comprehensive list of activities, duties or responsibilities for the position. Duties, responsibilities and activities may change at any time with or without notice.

Working Conditions, Travel and Environment

- The duties of the job require regular work at least 5 days/week. The employee must be available to work outside normal office hours or on the weekends as required.
- This position must be able to travel as required for standard domestic and international business purposes.
- While performing the duties of this job in different locations, the employee may be exposed to precarious settings under high security risks and/or very basic living conditions and extreme weather conditions, as well as to infectious diseases.

Diversity, Equity, Inclusion and Zero Tolerance to Abuse

As a member of the Corus Family, each employee is expected to:

- Help to develop and maintain an environment that welcome and develop a diverse workforce.
- Foster a work environment where everyone feels valued and included.
- Support employees' evaluation and promotion processes based on skills and performance.
- Promote a safe, secure, and respectful environment for all members of Corus family, stakeholders in general, and particularly for the communities we serve.
- Follow Corus Code of Conduct helping to prevent any type of abuse including workplace harassment, sexual abuse and exploitation, and trafficking in persons.
- Adhere to the Organizational Core Values

Corus International prohibits discrimination and harassment of any type and affords equal employment opportunities to employees and applicants without regard to race, color, religion, sex, age, national origin, disability status, sexual orientation, protected veteran status, or any other characteristic protected by U.S. or International law.