

Procurement and Logistics Assistant



Mercy Corps

Published: 19.01.2023 15:33:00
Deadline: 05.02.2023 23:59:59 The deadline for applications has expired
Salary: According to the interview results
Work experience: minimum 1 year
Location: Osh
Type of involvement: full time

Address

г. Бишкек, бульв. Эркиндик, 73

Information

Common information

The Procurement and Logistics Department is committed to implementing and maintaining the highest standards of efficiency and integrity in the purchase of goods and services. The overriding objective for all Mercy Corps procurement activity is the prompt and effective provision of materials and services to Mercy Corps' beneficiary populations in compliance with donor specifications.

The P&L Assistant is responsible for facilitating the procurement aspects of Mercy Corps' logistic operation. Working closely with Program, Administration, Finance and Logistics the PL Assistant is instrumental in supporting program activities through his/her services.

Qualification requirements

- University degree in a relevant business field.
- Minimum 1 year experience in supply chain management; international business or related field.
- Strong organizational skills; ability to interact effectively with international and national personnel.
- Good oral and written English skills.
- Good computer skills on MS Office programs, especially in MS Excel.
- A demonstrated ability to multi-task and process information into action as to not delay program activities.
- A clear understanding of procurement ethics and donor compliance is essential.

Success Factors

Conscientious with an excellent sense of judgment; ability to work simultaneously on multiple tasks; willingness and ability to work effectively with a wide variety of people; ability to work as part of a team and coordinate with project personnel.

Interested candidates can apply through the below link and submit their CV, a cover letter and contacts of at least 3 referees for reference check.

<https://recruiting2.ultipro.com/MER1024MERCY/JobBoard/c4864179-ca78-4883-9037-6ac7dc8a18f3/Opportunity/OpportunityDetail?opportunityId=b523a137-eae1-409a-a658-1abd56f7c654>

The deadline for submission is February 5, 2023

Duties

- Provide assistance in procurement of goods and services, when required
- Assists staff as needed on creating clear and understandable purchase requests and other documentation;
- Assist in preparing requests for quotations and convene Quotation Analysis Committee;
- Collect quotations and bids from the market for PR-s as assigned by manager - as per Mercy Corps standards and

formats;

- Take minutes of the Quotation Analysis Committee meetings on selection;
- Keep track of database of every new vendor, staff, organization and bank information;
- Ensure that procurement records and files are full, accurate and filed;
- Maintain the Osh office property (asset) database and timely update including asset movement forms in accordance with the staff changes;
- Conduct physical inventory/checking of assets and property and their condition every 6 months;
- Assist in maintenance of ProSource procurement system;
- Interact with contractors, in coordination with the Senior Procurement & Logistics Manager;
- Promote Gender, Diversity, Inclusion and Safeguarding efforts of Mercy Corps, including fulfilling duties and responsibilities under Mercy Corps' Safeguarding policies, reporting and response mechanisms.

Conditions

Diversity, Equity & Inclusion: Achieving our mission begins with how we build our team and work together. Through our commitment to enriching our organization with people of different origins, beliefs, backgrounds, and ways of thinking, we are better able to leverage the collective power of our teams and solve the world's most complex challenges. We strive for a culture of trust and respect, where everyone contributes their perspectives and authentic selves, reaches their potential as individuals and teams, and collaborates to do the best work of their lives. We recognize that diversity and inclusion is a journey, and we are committed to learning, listening and evolving to become more diverse, equitable and inclusive than we are today.

Safeguarding & Ethics: Mercy Corps is committed to ensuring that all individuals we come into contact with through our work, whether team members, community members, program participants or others, are treated with respect and dignity. We are committed to the core principles regarding prevention of sexual exploitation and abuse laid out by the UN Secretary General and IASC. We will not tolerate child abuse, sexual exploitation, abuse, or harassment by or of our team members. As part of our commitment to a safe and inclusive work environment, team members are expected to conduct themselves in a professional manner, respect local laws and customs, and to adhere to [Mercy Corps Code of Conduct Policies](#) and values at all times. Team members are required to complete mandatory Code of Conduct e-learning courses upon hire and on an annual basis.

Equal Employment Opportunity: Mercy Corps is an equal opportunity employer that does not tolerate discrimination on any basis. We actively seek out diverse backgrounds, perspectives, and skills so that we can be collectively stronger and have sustained global impact. We are committed to providing an environment of respect and psychological safety where equal employment opportunities are available to all. We do not engage in or tolerate discrimination on the basis of race, color, gender identity, gender expression, religion, age, sexual orientation, national or ethnic origin, disability (including HIV/AIDS status), marital status, military veteran status or any other protected group in the locations where we work.

About company

Mercy Corps is a leading global organization powered by the belief that a better world is possible. In disaster, in hardship, in more than 40 countries around the world, we partner to put bold solutions into action helping people triumph over adversity and build stronger communities from within. Now, and for the future. Mercy Corps in Kyrgyzstan has one overall ultimate goal to contribute to the strengthening of communities and institutions, so they are better able to work together to build healthy, financially stable communities based on civil society principles. In 1994 Mercy Corps became one of the first international non-governmental organizations to work in the newly independent Kyrgyzstan. Today our programs reach more than 500,000 people in all major urban and rural communities of the country's seven regions.

Mercy Kyrgyzstan's flagship McGovern-Dole Food for Education and Child Nutrition program supported by the United States Department of Agriculture (USDA) is a five-year multi-sectoral program that is implemented country-wide supporting improved learning environments for children through enhancing child nutrition, school infrastructure and education policies working

towards achieving sustainable national school feeding programs.