CRS JOB DESCRIPTION

Job Title: Procurement Assistant Duty Station: Aden, Yemen	**Reports to:** Yemen Operations Manager
Department: Procurement	**Salary Grade:** 4

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 are accomplished through programs of emergency response, HIV, health, agriculture, education, microfinance and peacebuilding.

Job Summary:

You will effectively perform various activities throughout the procurement cycle to assist the acquisition of goods and services in support of the delivery of high-quality programming to the poor and vulnerable. Your abilities will allow you to successfully support the quality and efficiency of procurement and purchasing activities by applying the principles of stewardship, integrity, transparency, and accountability.

Roles and Key Responsibilities:

- Supports requestors to prepare complete and comprehensive Purchase Requisition Forms.
- Assists with the maintenance of the procurement plan and the procurement tracking tool to facilitate timely communication of procurement/purchase needs, status updates on progress of all orders, and effective and efficient service delivery.
- Assists the Procurement Officer in the continuous search for competent, reputable, and reliable suppliers of goods or services.
- Visits suppliers (company site, stores, and/or production facilities) to collect information and support the due diligence process.
- Purchase items following CRS procurement documents (i.e. Purchase Order), instructions, and standards.
- Prepares Payment Requests, ensuring all the supporting documentation is accurate and on file to assist in the timely payment to vendors; and follows up with requestors, suppliers, and other relevant parties to address any deficiencies and/or discrepancies.
- Carry out any other duties and tasks assigned by the line manager, ensuring timely completion and contributing to the team's overall objectives and operational needs.

Basic Qualifications

- Bachelor's degree in business administration or other relevant degree. Professional certification a plus.

- Minimum of 1-2 years work experience in supporting procurement/purchasing, logistics, and/or administration processes and activities.
- Experience in MS Office package (Excel, Word, PowerPoint, Visio) and information management systems. Proficient in Word.

Personal Skills

- Good time management skills with ability to work on multiple tasks
- Strong customer service orientation with good communication and interpersonal skills
- Proactive, resourceful, solutions oriented and results-oriented
- Strong attention to detail and accuracy, with good organizational and follow-up skills to maintain complete records and address outstanding actions.
- High integrity and accountability, with a commitment to confidentiality, ethical conduct, and collaborative teamwork.
- Sound judgment, adaptability, and willingness to learn, including the ability to identify discrepancies and seek guidance when needed.

Knowledge, Skills and Abilities

- Good writing skills.
- Knowledge of local market conditions.
- Knowledge of MS Office packages (Excel and Word).
- Strong attention to detail with good organizational, time management, and prioritization skills.
- Ethical conduct in accordance with recognized organizational codes of ethics
- Strong customer service orientation with excellent communication and interpersonal skills
- Proactive, resourceful, solutions oriented and results oriented.

Required Languages: Excellent command in English and Arabic.

Travel: The position requires approximately 20% travel to field locations in Yemen to support implementation, assist partners, and monitor project activities. More frequent travel to project sites within the metropolitan area in Yemen may also be required.

Supervisory Responsibilities: N/A