



## TERMS OF REFERENCE

**Position:** Supply Chain (Procurement) Officer  
**Location:** Tehran, Iran (with Travel to field where RI operates when required by supervisor)  
**Duration:** One year including 3 months probation period (with possible extension)  
**Reports to:** Supply Chain and Operations Coordinator/Country Procurement Lead

**About RI:** Relief International is a leading nonprofit organization working in 20 countries to relieve poverty, ensure well-being and advance dignity. We specialize in fragile settings, responding to natural disasters, humanitarian crises and chronic poverty.

Relief International combines humanitarian and development approaches to provide immediate services while laying the groundwork for long-term impact. Our signature approach -which we call the RI Way- emphasizes local participation, integration of services, strategic partnerships, and a focus on civic skills. In this way, we empower communities to find, design and implement the solutions that work best for them.

**RI in Iran:** Relief International has been active in Iran since 1989. The Iran programme focuses on providing and improving access to health, education and livelihoods to Afghan refugees – with protection effectively mainstreamed across our activities. Relief International is also a major actor in disaster response in Iran and is currently implementing a large scale COVID-19 response. RI supports national CSOs as well as coordination and advocacy with other INGOs, UN agencies and Governmental partners.

**Position Summary:** The Supply Chain (Procurement) Officer is responsible for ensuring adherence to the RI procurement policies and procedures; s/he will serve as a “buyer” for RI and follow each step of the procurement procedure from receipt of Procurement Request to receipt of goods/payment of supplier. S/he is accountable for ensuring that all RI standards and donor compliance is met. S/he has a focus of support to the country based programs but might be asked to perform additional tasks if and when needed.

### **Position Responsibilities and Duties:**

- Act as a member of the Supply Chain and Operations Team and provide support to the Supply Chain and Operations Coordinator to ensure the delivery and implementation of procurement processes according to RI policies and procedures.
- Provide input to RI staff on procurement planning and provide advice on the completion of the purchase request form and related documentation.
- Be responsible for the timely and accurate completion of procurements which are directly related to needs of activities in country.

- Process the procurement requests in accordance with RI policies and procedures, in a transparent, accountable, efficient and cost effective manner. Ensure that all procurements are managed, tracked and recorded.
- Prepare Tender documents and Request for Quotation documents to obtain bids/quotations as per required process ensuring all relevant information is captured from suppliers for valid quotes.
- Provide support to field operations staff and do quality check for their submitted documents and act as backup for field operations staff (when required).
- Act as the point of contact for RI to suppliers, vendors and service providers. Liaise with programs to ensure appropriate quality, quantity and pricing of purchased goods.
- Provide feedback to Supply Chain and Operations Coordinator on performance of the suppliers.
- Ensure detailed completion and filing of all procurement documentation.
- Maintain accurate filing systems, with documented and supported records of actions for audit purposes. Ensure procurement paperwork is complete and that all approvals have been obtained before purchases are made.
- Ensure that vendor watch list checks are carried out for every purchase, updated regularly and, recorded appropriately.
- Conduct accurate and timely updating of procurement tracking database. Keep the Supplier Database, Agreement Tracker and Procurement Plan updated.
- Conduct local market surveys; gain knowledge and understanding of the availability of supplies and services and price of local items.

#### **Compliance**

- Ensure compliance with RI policies and procedures, donor regulations and local laws.
- Ensure that the procurement and disposal of commodities, are in line with applicable licenses and are properly documented.
- Immediately report on any concerns regarding the authenticity of procurement documentation, conflict of interest situations or fraudulent activities.

#### **Other (as needed or assigned)**

- Engage with requesters and colleagues on their procurement needs; ensure timely and regular communications are provided on the progress or delays related to requests.
- Represent RI in a positive and professional manner to contribute to the creation of a positive image and overall credibility of the organization, notably through the application of RI's mandate, ethics, values and stand-point with regard to other actors.
- Take initiative to develop systems, policies and procedures for improvement of unit work.
- Perform other duties as assigned by supervisor.

#### **Qualifications and requirements:**

- Minimum 5 years of relevant work experience.
- Previous work experience in the field of supply chain management and procurement.
- Previous experience in the NGO sector will be a distinctive asset.
- Exceptional analytical, organizational, managerial and communication skills.
- Excellent interpersonal, communication skills required, including patience, diplomacy, willingness to listen and respect for colleagues and partners.
- Excellent time management skills and resourcefulness with strong attention to detail.
- Excellent analytical and organizational skills.
- High level of creativity and coordination.
- Fluency in English and strong English writing is required.

- Information and computer literacy (MS Office package).

Relief International's Values:

We uphold the Humanitarian Principles: humanity, neutrality, impartiality and operational independence. We affirmatively engage the most vulnerable communities.

We value:

Inclusiveness

Transparency and accountability

Agility and innovation

Collaboration

Sustainability

**If you are interested in this position, please e-mail your cover letter and CV along with RI application form in English to [tehran@ri.org](mailto:tehran@ri.org) and mention the Job Title in the subject line.**

**Applications close on 21 February 2021.**

**Only short-listed candidates will be contacted for the written test and interview.**