

Job Description (Region)

This form enables us to accurately post your position on external sites. The information provided here will be featured in the job post. Please do not use acronyms or industry jargon. Be clear and concise in your answers to the open-ended questions. Incomplete forms will delay posting. Once this form is complete, email it to the HRSC at hrservicecenter@care.org.

Note: All position grades are determined by the Global Total Rewards Team in People & Culture (HR). Please DO NOT fill in the "Grade" box below.

Position Overview

Position title: Procurement Officer	Date requested: 16 July 2026
Type of position: New, Project-Based	Grade (for HR use only):
Division:	Department:
Country: Philippines	Incumbent's name (if applicable):

Job Summary

In 1000 characters or less, state the position's overall purpose or objective, highlighting the general functions the position is responsible for and articulating what the position is expected to accomplish. This section will appear on external sites.

The Procurement Officer is responsible for providing efficient, timely, and compliant procurement support to ensure that goods, services, and operational requirements are acquired in accordance with organizational policies, donor requirements (when applicable), and relevant procurement regulations. The role supports procurement planning, sourcing, vendor accreditation and coordination, quotation and bid processing, contract administration, inventory monitoring, and records management.

Working closely with program, finance, and operations teams, the Procurement Officer ensures the timely availability of supplies, equipment, transportation services, venues, and other resources necessary for effective organizational operations and project implementation. The position maintains complete and accurate procurement documentation, monitors procurement timelines, supports supplier relationship management, and contributes to audit readiness and compliance standards.

The Procurement Officer promotes value for money, transparency, accountability, and ethical procurement practices while ensuring adherence to internal controls and procedures. The role is also expected to uphold organizational values, including integrity, safeguarding, diversity, inclusion, and professionalism in all procurement activities.

Responsibilities and Tasks

Describe the major responsibilities, principal tasks, and end results the position is responsible for. Please include rationale as to why it is done and the impact it has on the team or organization. List the responsibilities in the order of importance and state the estimated percentage of time the employee should spend on each responsibility during a typical year.

Job Responsibility 1

1. Procurement Planning and Coordination - Support the development and implementation of project procurement plans aligned with work plans and budgets. - Coordinate with project staff to consolidate procurement requirements and timelines. - Monitor procurement schedules and ensure timely delivery of goods and services needed for project implementation. - Track procurement requests and provide regular status updates to relevant teams.	30 % of time
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Job Responsibility 2

2. Procurement Processing and Compliance - Facilitate the procurement of goods, services, and consultancy requirements in accordance with CARE policies, donor regulations, and applicable procurement procedures. - Prepare Requests for Quotations (RFQs), bid documents, comparative bid analyses, purchase orders, and procurement tracking reports. - Ensure completeness and accuracy of procurement documentation and approvals. - Maintain transparent and competitive procurement processes that demonstrate value for money and accountability.	30 % of time
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Job Responsibility 3

3. Vendor and Contract Management - Maintain an updated supplier database and vendor performance records. - Coordinate with suppliers regarding quotations, deliveries, invoices, and contract requirements. - Support supplier due diligence, accreditation, and performance monitoring. - Assist in resolving procurement-related issues with vendors and service providers.	15 % of time
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Job Responsibility 4

4. Logistics, Inventory, and Asset Support - Coordinate the delivery, receipt, and distribution of procured items, including equipment, medical supplies, IEC materials, and project assets. - Support inventory management, stock monitoring, and maintenance of asset registers. - Verify goods received and ensure proper documentation and handover procedures. - Coordinate logistics requirements for trainings, workshops, meetings, and community activities.	15 % of time
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JOB RESPONSIBILITY 5

5. Documentation, Reporting, and Audit Readiness • Maintain complete procurement files and electronic records in an organized and audit-ready manner. • Prepare procurement reports, tracking tools, and procurement performance updates. • Support internal and external audits by providing procurement documentation and evidence of compliance. • Contribute to identifying procurement risks and recommending mitigation measures.	5
	% of time

OTHER RESPONSIBILITIES AS ASSIGNED - 5 % of time

Competencies

- Procurement and supply chain management
- Planning and organization
- Attention to detail and compliance
- Vendor relationship management
- Communication and coordination
- Delivering results
- Commitment to CARE's safeguarding, gender equality, inclusion, and Do-No-Harm principles.

Excellence

Demonstrates high professional standards and accountability in delivering quality assurance, advisory support, and analytical outputs. Consistently completes assignments with rigor and timeliness, applies sound judgment, and ensures that processes, interactions, and outcomes reflect CARE's commitment to quality and ethical practice.

Integrity

Upholds CARE's ethical standards and codes of conduct with consistency and discretion. Exercises sound judgment in handling sensitive information, investigations, and compliance matters, and acts with independence, fairness, and professionalism in all engagements.

Qualifications (Know How)

Indicate the minimum required level of education, experience, and skills necessary to qualify for the position and fulfill the organization's expectations for job performance. Also include the education, experience, and skills desired for the position.

Education/Training

E.g. high school diploma; college degree (specify major/minor); specialty (ex. Accounting). Include the following phrase when possible: "or equivalent combination of education and work experience."

Required

Bachelor's Degree in Procurement Management, Supply Chain Management, Business Administration, Management, Accounting, Logistics, Public Administration, or a related field.

Desired

- Training or certification in procurement, supply chain management, contract management, or logistics.
- Knowledge of donor-funded project procurement processes.

Experience/Technical Skills

Number of months/ years of previous professional experience in a similar position. Examples: languages; planning; budgeting; word-processing, basic accounting; advanced written communications; presentations; fundraising; training/facilitation, etc.

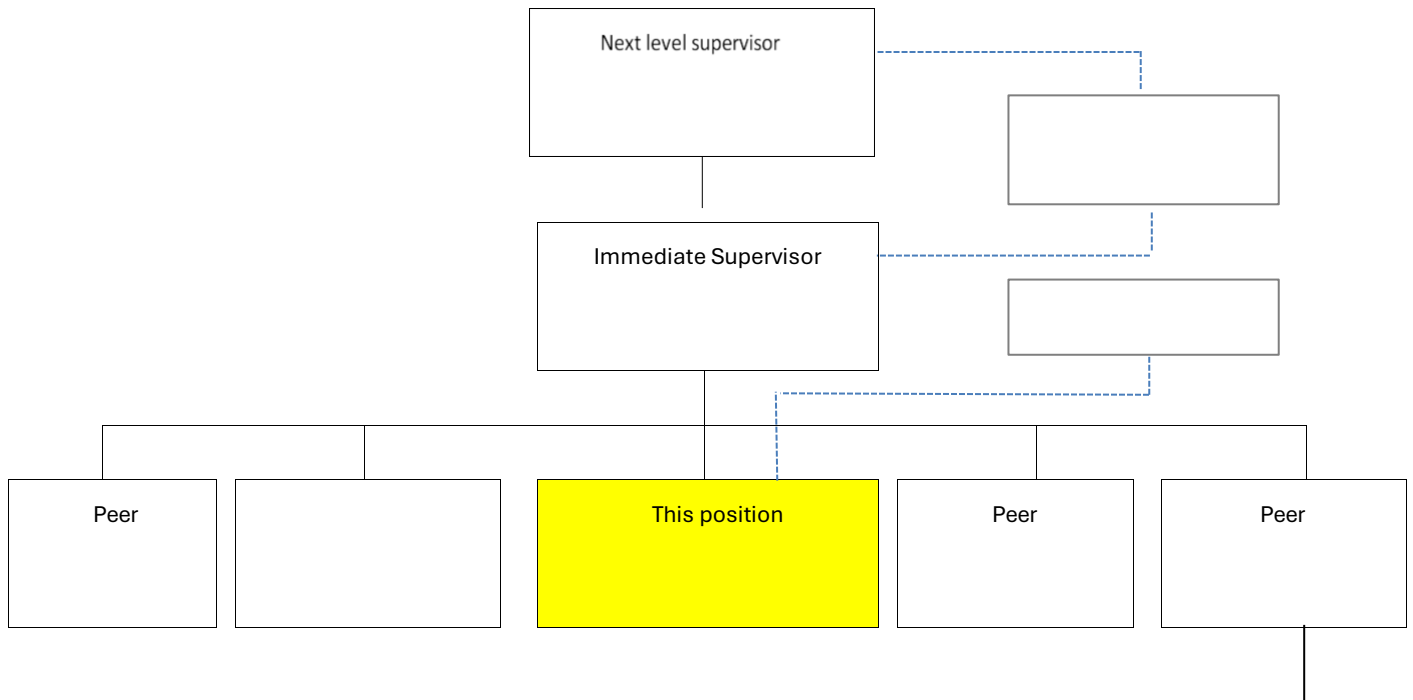
Required

- At least **2–3 years of relevant work experience** in procurement, logistics, administration, or supply chain management.
- Experience in processing procurement transactions, supplier sourcing, bid evaluation, purchase order preparation, and contract documentation.
- Experience maintaining procurement records and supporting audits or compliance reviews.
- Familiarity with inventory management and asset tracking systems.

Desired

- Experience working with international NGOs, development organizations, donor-funded projects, or government-funded programs.
- Experience supporting procurement for health, humanitarian, or community development projects.
- Experience coordinating with Local Government Units (LGUs), healthcare facilities, and service providers.

Organization



Employee Name:

Employee Signature:

Date Signed:

Manager Name:

Manager Signature:

Date Signed: