**CONSERVATION INTERNATIONAL **

**STANDARD JOB DESCRIPTION**

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| **Job Title: Procurement Manager Job Number: TBD Pay Band: Manager****Career Track: Individual Contributor Job Family: Operations /Procurement** |

Position Title: Procurement Manager

Overtime Eligibility: NA

Department/Program/ Location: Operations CI-Ecuador / Guayaquil

Supervisor: GCF Project Operations Director

**SUMMARY**

The Ecuador Mangroves for climate Project funded by Green Climate Fund (GCF) aims to Integrate mangrove benefits into coastal governance, reduce GHG emissions, and improve livelihoods through innovative partnerships in Ecuador. Over seven years, the project will undertake activities in the coastal and marine region to achieve sustainable climate impacts.

The Procurement Manager is responsible for overseeing the purchasing of all goods and services required to deliver the project efficiently, effectively, and on time. This major project will be implemented over seven years and has a budget of more than USD $ 36.4 million, project staff, an ambitious timeline, and strict donor requirements. Procurements of goods and services approx. $900.000 over the project lifetime.

The procurement manager will be responsible for purchases of equipment, materials, supplies, professional services, and local and international consultancies and assist in asset management to track, maintain, and document use of goods and equipment. They regularly work with vendors to conduct market research, draft complex solicitation documents (RFPs/RFQs), convene and manage procurement evaluation panels, secure competitive purchase bids and agreements, complete purchase orders, and ensure timely deliveries, while meeting CI and donor procurement requirements

The Procurement Manager advises staff regarding purchase requests, processes, and procedures. The Procurement Manager inspects orders received in coordination with technical staff and manages relevant equipment information in the equipment/asset database, and accounts for the proper disposal of durable goods and equipment and work closely with CI-Ecuador Operations for reporting on procurement and assets.

This position does not directly supervise staff but acts as the “go-to” resource for staff on their procurement needs. Duties are performed in close coordination with the project’s Finance Manager, technical staff, Project Grants and Contracts Manager and CI-Ecuador Grants and Contracts Manager. He/she will interact with representatives of the CI-Ecuador, CI-GCF Agency, the project’s GCF Accredited Entity (AE), on procurement-related matters.

**KEY RESPONSIBILITIES**

* Responsible for the complex, large-scale procurement for the Project and for setting a culture of ethical and fair procurement for the Project.
* Conduct market research to identify potential bidders for complex or unusual goods or services needed for the project.
* Draft solicitation documents (including RFQs and RFPs) using CI-approved templates, in close coordination with the purchaser (including technical staff); these may be complex documents for equipment purchases or large-scale consultancies. Must include clear and appropriate selection criteria and clear requirements and/or deliverables. May require development or refinement of procedures for coordinating with purchases for clear and accurate purchase requirements.
* Ensure compliance with strict CI and donor requirements for competitive procurement processes
* Convene and manage evaluation panels for high-value procurements and ensure alignment with stated evaluation criteria and ensure proper documentation for the process in closely coordination with CI-Ecuador Grants and Contracts Manager and following CI- Ecuador Guidelines and procedures.
* Negotiate with vendors and ensure competitive pricing and service agreements.
* Directly evaluate bids for lower-value procurements and prepare purchase orders for approval.
* Develop and revise annual procurement plans with Project Director and project finance staff for all purchases of USD5,000 or greater, and plan procurement throughout the year to ensure that goods and services are delivered in accordance with Project needs.
* Develop and review monthly, in coordination with the CI-Ecuador Grants and Contracts Manager, the procurement plan for follow-up and monitoring of activities.
* In coordination with Finance Manager and Project Operations Director, , provide quarterly and annual reporting to the AE on procurement status
* Maintain productive relationships with existing vendors, resolve order and delivery issues, and maintain access to vendor portals. Maintain a vendor scorecard and identify and recommend new providers when appropriate.
* Receive and inspect inventory from vendors, in coordination with technical members of the project team, and resolve shipment errors or problems.
* Manage project inventory, including goods and equipment used by project staff, or purchased for in-kind grants to partners and/or beneficiaries: Document receipt and transfer of goods, including the tagging of goods received in coordination with CI-Ecuador Administrative Assistant .
* Notify IT staff when new IT equipment is received. Work closely with IT staff to coordinate installations, configurations, standards, and user acceptance.
* Ensure vendor invoices are approved and submitted for payment processing.
* Administer CI and donor policies related to procurement and equipment and recommend improvements for operational efficiency. Ensure staff understanding and compliance, respond to questions and requests for assistance, and provide training on procurement for technical staff
* Assist the Project Lead and Project Operations Director with forecasting procurement needs for the project.
* Perform related duties as assigned.

**PEOPLE AND RESOURCE MANAGEMENT RESPONSIBILITIES**

* This position does not directly supervise staff.
* This position ensures that purchase orders and commitments have the proper approvals.
* Activities help manage public or private funds but not directly accountable. Familiar with the requirements of donor agreements and procurement terms and CI's donor related policies and procedures.

**QUALIFICATIONS**

* Third level degree in business, public purchasing, commercial engineer, accounting, or a related field.
* 4-6 years related work experience in a purchasing/procurement role.
* Demonstrated ability in drafting high-quality and effective solicitation documents, including RFPs and RFQs
* Demonstrated ability in working with purchaser/project team to identify procurement needs and clearly define requirements for goods or services
* Proven ability to evaluate proposals and recommend purchases based on price, quality, speed of delivery, and other relevant factors.
* Skills in using finance, purchasing and/or asset management systems or applications.
* Excellent vendor relations and negotiation skills.
* Ability to effectively communicate with technical and non-technical users across a multi-lingual, multi-cultural organization.
* Strong analytical and mathematical skills.
* Highly organized and strong attention to detail.
* Ability to multitask, prioritize, and meet deadlines in a fast-paced environment
* Ability to plan, manage and complement procurement plans and procurement tools.

**WORKING CONDITIONS**

* Work is performed in a typical office environment.
* Based in Guayaquil.
* A minimum travel might be required.

**JOB/CAREER FAMILY**

*For information about the career/job family associated with this position, see the Standard Job Description E-Library on the intranet.*

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| **Acceptance/Approval of Job Description** |
|  | Name (please print) | Signature | Date |
| Employee |  |  |  |
| Manager |  |  |  |
| Division Head |  |  |  |
| Human Resources |  |  |  |