

Procurement Associate

Position Summary

The purpose of the Procurement Associate position is to efficiently manage and execute the procurement processes for the country office projects, ensuring that all purchasing activities are conducted in compliance with the organization's procurement manual and protocols. The role aims to support the organization's operations by securing quality goods and services at competitive prices while maintaining transparency, accountability, and integrity in all procurement activities

Responsibilities

25% Procurement Planning:

- Develop and implement procurement plans
- Align procurement plans with organizational goals

Compliance:

- Ensure documentation compliance
- Participate in the Global organizational training

55% Procurement Management:

- Conduct and manage end-to-end procurement processes
- Ensure compliance with procurement manual and protocols
- System Proficiency:
- Understand and correctly use the procurement system
- Train staff on system usage

10% Vendor Relations:

- Identify and establish relationships with local and international vendors
- Negotiate terms and conditions with vendors and suppliers

10% Collaboration:

- Work with the projects and finance teams
- Provide training and support to the country office staff
- Provide guidance and support to the Administrative Assistant for office procurement processes, and, when the structure allows it, delegate and supervise procurement tasks to the Administrative Assistant

Qualifications

Required

Minimum of 3 years of experience in procurement, preferably in a non-profit or international organization.

- Bachelor's degree in Business Administration, Industrial Engineering, Supply Chain Management, or a related field.
- Strong understanding of procurement principles, policies, and procedures.
- Proficiency in procurement softwares and Microsoft Office Suite.

Preferred

Excellent negotiation, communication, and interpersonal skills.

- Strong analytical and problem-solving abilities.
- High level of integrity and commitment to ethical practices.
- Certification in Supply Chain Management

Reports to

Country Director

Deadline to Apply

July 31, 2024

Contract Length

6 months

Location

Lima, Peru

Application Instructions

[Click here to apply now.](#)

About IPA

Innovations for Poverty Action (IPA) is a research and policy nonprofit that discovers and promotes effective solutions to global poverty problems. IPA brings together researchers and decision-makers to design, rigorously evaluate, and refine these solutions and their applications, ensuring that the evidence created is used to improve the lives of the world's poor. In recent decades, trillions of dollars have been spent on programs designed to reduce global poverty, but clear evidence of which programs succeed is rare, and when evidence does exist, decision-makers often do not know about it. IPA exists to bring together leading researchers and these decision-makers to ensure that the evidence we create leads to a tangible impact on the world. Since its founding in 2002, IPA has worked with over 600 leading academics to conduct over 900 evaluations in 52 countries. This research has informed hundreds of successful programs that now impact millions of individuals worldwide.

Safeguarding at IPA

At Innovations for Poverty Action (IPA), we are committed to creating a safe and respectful environment for all individuals, particularly children and vulnerable adults. As IPA adheres to strict safeguarding principles, selected candidates will be expected to adhere to these standards. By joining IPA, you become part of a team dedicated to ethical conduct, social responsibility, and meaningful impact in the fight against global poverty. Together, we work to create a better world where everyone has the opportunity to thrive with dignity and respect.

IPA's Commitment to Diversity, Equity, & Inclusion (DEI)

As an organization, IPA is dedicated to improving the lives of the world's most vulnerable populations through evidence and policy. We also recognize how important it is for our staff to reflect the diversity of the places where we work and the communities we work with. As such, IPA is committed to hiring from a diverse pool of candidates, from a range of backgrounds, beliefs, experiences, and perspectives. We know that this makes our work stronger and more responsive to the challenges faced by those we work with and for and we encourage people from historically underrepresented groups to apply. Click [here](#) to learn more about IPA's commitment to diversity, equity, and inclusion.

Innovations for Poverty Action is an affirmative action-equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, protected veteran status, or any other protected class. IPA will endeavor to make a reasonable accommodation to a qualified applicant with a disability unless the accommodation would impose an undue hardship on the operation of our business. If you believe you require such assistance to complete this form or to participate in an interview, please contact us at jobs@poverty-action.org or via phone at 1-202-386-6200. The above statements are intended to describe the general nature and level of the work to be performed by the specified position. The statements are not intended to be an exhaustive list of all possible duties, tasks, and responsibilities. Management reserves the right to amend and change responsibilities to meet organizational needs as necessary. Please note that IPA will never request any form of payment from an applicant. Applicants are encouraged to confirm the information listed above with IPA prior to releasing any extensive personal information to the organization. Please direct questions to jobs@poverty-action.org. Please note that only qualified applicants will be contacted by the hiring manager