



**CRS Myanmar Job Announcement: Administrative and Procurement Officer  
(1 position - Based in Taunggyi)**

<b>Job Title:</b> Administrative and Procurement Officer	<b>Reports to:</b> Senior Administrative and Procurement Officer
<b>Department:</b> Operations	<b>Salary Grade:</b> 6

**About CRS**

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

**Job Summary:**

You will coordinate the provision of responsive, effective, and efficient administrative services and local procurement activities in support of the CRS's mission to serve the poor and vulnerable. Your role will ensure stewardship of resources, and a high-quality service approach are integrated into administrative systems, policies, and procedures, as well as procurement processes. Your knowledge and experience will allow you to successfully coordinate the quality and efficiency of both administrative and procurement activities, ensuring stewardship, integrity, transparency, and accountability.

**Roles and Key Responsibilities:**

- Coordinate fully compliant administrative and procurement systems and operating procedures. Assess effectiveness and efficiency and recommend improvements. Contribute to ensuring compliance with CRS administrative and procurement principles, standards, and policies, donor regulations, and local statutory requirements.
- Coordinate with various departments to develop and maintain an up-to-date procurement plan with all quantities, quality and delivery requirements for goods and services. Provide pricing information to assist budget holders with budget preparation.
- Coordinate the sourcing process and perform various activities to assist with ensuring the best value for money: market research, cost estimates, solicitation documents, bidding process facilitation, supplier identification and research, quality and availability of goods assessment, negotiation, contract/purchase order and other documents preparation.
- Communicate with other procurement staff and various program and operations units to coordinate and track goods/services delivery and receipt and keep everyone informed of the status. Collect information to confirm that goods/services delivered are what have been ordered in the correct quantities and quality, they arrive on schedule and at the right cost.
- Maintain correspondence and constant contact with suppliers to follow up on the execution of contractual terms and conditions, and handle issues if needed. Monitor and report on supplier performance, noting current and/or potential issues and/or inefficiencies and assist with contract/purchase order modifications.
- Accountable for transparency within the administrative and procurement department through ensuring a complete, accurate and up-to-date document trail of all administrative and procurement processes, vendor files, procurement and inventory database to assist with control and accountability. Prepare reports and facilitate document retrieval.
- Engage with relevant external stakeholders (government officials, landlords, service providers, suppliers, etc.) on assigned matters and ensure required authorizations and documents are up to date.

- Coordinate the efficient use of country office assets and rented facilities, ensuring fully compliant procurement of office materials and asset management systems.
- Coordinate the provision of travel and logistics support and services to staff and visitors. Coordinate event planning activities, including delegation visits, trainings and workshops.
- Undertake administration and procurement-related tasks as directed by senior management, depending on the need.

#### **Basic Qualifications**

- Bachelor's degree in business administration or other relevant degree.
- Minimum of 3 years' work experience in procurement/purchasing management, logistics, administration, preferably with an international organization.
- Good knowledge of various donor procurement regulations
- Knowledge of international and national procurement regulations and local market conditions.
- Knowledge of contract terms, as well as a proven ability to successfully complete purchase orders against specifications.

***Required Languages*** - Fluency in English and Myanmar language is required.

***Travel*** - Must be willing and able to travel up to 25%.

#### ***Knowledge, Skills and Abilities***

- Good planning and coordination skills and ability to prioritize competing priorities effectively
- Good analytical skills with ability to make independent judgment and decisions
- Proactive, resourceful, results-oriented, and service-oriented with focus on meeting customer needs
- Ethical conduct in accordance with recognized professional and organizational codes of ethics
- Good negotiation, communication, and relationship management skills
- Strong customer service orientation with very good communication and interpersonal skills

#### **Preferred Qualifications**

- Professional certification a plus.
- Proficient in MS Office package (Excel, Word, PowerPoint). Experience with database management systems (e.g. MS Access) is highly desirable.

#### **Agency REDI Competencies (for all CRS Staff):**

Agency competencies clarify expected behaviors and attitudes for all staff. When demonstrated, they create an engaging workplace, help staff achieve their best, and help CRS achieve agency goals. These are rooted in the mission, values, and guiding principles of CRS and used by each staff member to fulfill his or her responsibilities and achieve the desired results.

- **Personal Accountability** – Consistently takes responsibility for one's own actions.
- **Acts with Integrity** - Consistently models values aligned with CRS Guiding Principles and mission. Is considered honest.
- **Builds and Maintains Trust** - Shows consistency between words and actions.
- **Collaborates with Others** – Works effectively in intercultural and diverse teams.
- **Open to Learn** – Seeks out experiences that may change perspective or provide an opportunity to learn new things.

#### **Agency Leadership Competencies:**

- **Lead Change** – Continually looks for ways to improve the agency through a culture of agility, openness, and innovation.
- **Develops and Recognizes Others** – Builds the capacity of staff to reach their full potential and enhance team and agency performance.
- **Strategic Mindset** – Understands role in translating, communicating, and implementing agency strategy and team priorities.

**Supervisory Responsibilities:** To be determined

**Key Working Relationships:**

Internal: Country Representative, Country Manager, Head of Operations, Program teams, Administration, procurement and Finance teams, visiting Technical Advisors

External: Vendors, suppliers, local partners, local authorities

*\*\*\*Our Catholic identity is at the heart of our mission and operations. Catholic Relief Services carries out the commitment of the Bishops of the United States to assist the poor and vulnerable overseas. We welcome as a part of our staff people of all faiths and secular traditions who share our values and our commitment to serving those in need. CRS' processes and policies reflect our commitment to protecting children and vulnerable adults from abuse and exploitation.*

*Disclaimer: This job description is not an exhaustive list of the skill, effort, duties, and responsibilities associated with the position.*

**CRS' talent acquisition procedures reflect our commitment to protecting children and vulnerable adults from abuse and exploitation.**

**CRS prioritizes candidates who are citizens/ permanent residents of the countries where we have CRS offices. CRS is an Equal Opportunity Employer**

Interest candidates should submit their CV and cover letter, **on or before 21<sup>st</sup> April 2025.**

To CRS recruitment email: [mm.recruitment@crs.org](mailto:mm.recruitment@crs.org)

***By applying to this job, the applicant understands and acknowledges that CRS requires its staff to treat all people with dignity and respect and to actively prevent harassment, abuse, exploitation, and human trafficking. Further, the applicant understands that if s/he is a successful candidate, s/he will be subject to a comprehensive background check, and their personal/professional references will be asked to evaluate their behaviors related to the above safeguarding-related topics.***