

## Sample Job Description

### Commodity Procurement Manager Country Programs Team / GHSC-PSM Project / Arlington, VA

#### **General Summary:**

The Commodity Procurement Manager (CPM) serves as the primary interface between our Country Programs team and the Global Supply Chain team on the PSM project for commodity procurement in the field. The CPM is primarily responsible for order entry & management, reporting, country knowledge management and process improvement. The CPM supports a portfolio of countries with varying degrees of commodity orders and complexity. This role includes reviewing forecasts and supply plans, receiving requisition orders (ROs) from field offices, coordinating technical and financial validation of the ROs, coordinating with the Global Supply Chain team on fulfillment methodology, and working with field offices to obtain USAID Mission approval on finalized ROs.

#### **Responsibilities include:**

- Ensure supply plans for his/her portfolio are submitted in a timely manner and reviewed promptly. Track supply plan submission/review metrics quarterly and work to minimize timelines
- Monitor forecasted commodity orders within supply plans against orders within the GHSC-PSM project's management information system (ARTMIS) for his/her portfolio
- Coordinate processing of ROs for relevant GHSC-PSM project Task Orders and products
- Monitor ROs within own portfolio throughout life-cycle and ensure visibility of RO status to internal and external stakeholders
- Coordinate late order triaging against inventory levels and contextual information with field offices, project management teams and procurement teams
- Conduct a monthly review of the MFS Commodity portion with a member of the PMU to help support budgeting and commodity funding tracking
- Gather portfolio inputs to regular commodity order reporting (e.g. USAID monthly report, Late & Flagged Order Report), coordinating with field and HQ based teams as needed
- Partner with Deliver/Return team and field offices to share and maintain knowledge of country specific importation processes, especially regulations and processes for obtaining waivers
- Report Incident Risk/Continual Improvement Situations that involve portfolio countries and be involved in Quality Management Team process for solutions and improvements
- Advise the Commodity Security Specialist of process improvement initiatives needed to better order management and improve on-time delivery
- Support the Forecast and Supply Plan team to improve the internal review process and continually work to involve forecast and supply plans within order management
- Other relevant duties as assigned.

#### **Qualifications:**

- Bachelor's degree or equivalent work experience
- Minimum 3 years of work experience, preferably in procurement, supply chain, and/or relevant area
- Demonstrated ability to lead effective meetings, presentations, and training courses.
- Strong MS Office skills, attention to detail, and basic VBA and/or PowerBI experience preferred
- Solid understanding of USAID and other Federal Acquisition Rules preferred.
- Demonstrated leadership, versatility, and integrity
- English fluency required, secondary language ability preferred

*Please note, the above is a sample position description with indicative responsibilities and qualifications and is subject to change. Qualified individuals who are interested in an open position will need to formally apply when a vacancy is announced in order to be considered by Chemonics. Individuals should refer to the position description within the vacancy announcement at that time.*