



Vacancy Notice: Procurement Officer

Project Title: Liberia Domestic Election Observation (LIDEO) Activity

Posted: February 20, 2023

Full-Time

Location: ECC National Office, Monrovia

Reports to: Finance & Administrative Officer and National Coordinator

About the Organization:

The Elections Coordinating Committee (ECC) is Liberia's largest domestic election observation network with diverse competencies, experiences, and expertise in democracy, elections, and governance, established in 2010. As a coalition, the ECC comprises seven Civil Society Organizations (CSOs) that have transitioned legally to becoming the ECC Board and Owners' Council.

Project Backgrounds:

The "Liberia Domestic Election Observation (LIDEO)" activity is a USAID funded Project implemented by the Elections coordinating committee with the purpose to enhance voter's confidence in electoral processes and results, to the extent warranted, and mitigating electoral violence and tension, through evidence-based, responsive election observation reporting to the public. USAID through the LIDEO Activity will support ECC as the country prepares for the next round of elections in 2023 and through the post-electoral period until all electoral complaints are adjudicated. Following the 2023 general elections and ahead of the 2026 senatorial, the activity will support the strengthening of elections through reporting on implementation of recommendations and conducting advocacy activities.

Duties and Responsibilities:

The Procurement officer will be responsible to account for the purchasing and sourcing of goods and services of the organization through the LIDEO project. During this LIDEO project will also be responsible for the creation of a vendor database, evaluation of suppliers, maintaining cordial relationships with suppliers, approving products about standards, ensuring the cost-effectiveness of procuring materials, goods, and services, and procuring with strict adherence to USAID procurement regulations. Their duties and responsibilities to achieve this objective may include:

- Create a database of vendors or suppliers
- Create and maintain relationships with vendors or suppliers

- Review all vendors and suppliers' quotations as received and submit to administration for decision making;
- Maintain purchase records and other important data
- Negotiate pricing and supply contracts.
- Assist in the selection of appropriate suppliers and contractors, to promote good procurement practices with due regard to sustainability, ethical purchasing standards, and costing.
- Ensure that the products and supplies meet quality standards
- Control and monitor expenses against approved budgets
- Maintain and update a list of suppliers' names, locations, delivery times, and product information every month.
- Possess integrity and ability to maintain accurate and confidential records
- Ability to create price sheets, and cost assessment reports.
- Ability to multitask, prioritize, and manage time efficiently
- Excellent communication skill & accurate attention to detail
- Goal-oriented, organized team player
- Ability to work well with management and staff at all levels

Minimum Qualification:

- A relevant first degree in Accounting, Economics, or Business administration.
- A minimum of 3 years of professional experience working as a Procurement officer in an NGO or INGO on a USAID project or other international donors project.
- Proficient in Microsoft Office (Word, Excel, PowerPoint)
- A certificate in Procurement training is a plus;
- Excellent interpersonal skills and strong communication skills; ability to work with people from multiple sectors and across various cultures.
- Strong Organizational Skills; ability to think strategically and make decisions; keen to details.
- Efficiency in any Procurement software is strongly desired.
- Ability to organize workload, adapt quickly to change and deliver under the pressure of deadlines.
- Female candidates are strongly encouraged to apply.

Duration and Location:

The duration of employment is 12 months, with the possibility of an extension for another 12 months based on performance. The successful candidate will be stationed in Monrovia at the ECC Secretariat Office with travel to other counties as needed.



All interested candidates should submit a one-page cover letter, a maximum three-page CV, including three references with their contacts.

All applications must be emailed to info@eccliberiacom.org with the subject line **Procurement Officer**.

Applications will be reviewed on a rolling basis and only shortlisted applicants will be contacted.

Deadline for application: March 8, 2023

Female candidates are strongly encouraged to apply.

ECC is an equal-opportunity employer!
