

Helen Keller JOB ANNOUNCEMENT

Procurement Systems Officer

Washington DC or New York areas preferred; other locations where Helen Keller has a presence will be considered.

Guided by the remarkable legacy of its co-founder, Helen Keller, Helen Keller Intl partners with communities striving to overcome longstanding cycles of poverty. By delivering the essential building blocks of good health, sound nutrition and clear vision, we help millions of people create lasting change in their own lives. Working in more than 20 countries – across Africa, Asia, Europe and the United States – and together with a global community of supporters, we are ensuring every person has the opportunity – as Helen did – to reach their true potential.

We are seeking a dynamic and analytical Procurement Systems Officer to join our global Grants & Contracts team. In this role, you will contribute your specialized knowledge to the management and optimization of our procurement systems and processes to enhance efficiency, accuracy, and compliance.

Functional Relationships

Reporting directly to the Senior Procurement Manager within the global Grants & Contracts unit of the Finance department, this position will collaborate extensively with their core team while coordinating closely with Global Management teams and Country Offices worldwide.

Key Responsibilities

Compliance and Governance:

- Stay abreast of evolving donor procurement compliance landscape and use knowledge to continually refine, optimize and audit procurement systems to adhere to regulatory requirements and internal policies.

Procurement Systems Support and Administration:

- Contribute knowledge of procurement best practices to ongoing development, optimization and documentation of procurement software and systems.
- Collaborate with Information Systems (IS), Grants and Contracts staff, and procurement teams in all Helen Keller offices to customize systems according to organizational needs and integrate seamlessly with existing technologies.
 - Brainstorm solutions
 - Test solutions and system enhancements before rollout.
 - Administer system roles and permissions; make basic customizations to adapt to staffing models of different size country offices.
- Coordinate the regular development and updating of systems documentation. Draft and/or edit; circulate for review and comment; finalize and post updates.
- Field questions about the procurement system platform; answer and/or direct questions to relevant colleagues.

- Provide ongoing support and troubleshooting assistance to users experiencing system-related issues.
- As directed, implement controls and safeguards to maintain data integrity, confidentiality, and security.

Procurement Systems Toolkits and Training:

- Coordinate the rollout of developed toolkits and trainings to support effective and efficient operations in procurement, solicitation, contracting, and award administration, develop staff capabilities and promote user adoption, proficiency and compliance with established procedures.
 - Circulate drafts for review and comment; prepare final product.
 - Schedule and track completion of trainings.
 - Produce and/or co-lead trainings of end-users on system functionality, processes, and best practices.

Procurement Data Analysis and Reporting:

- Generate reports and dashboards to provide insights for procurement related decision-making and functional strategic planning.
- Perform reviews of integrated controls and measures to monitor compliance with donor regulations and organizational policies.
- Identify trends, opportunities, and risks through data analysis and interpretation and flag for consideration by senior staff.

Procurement Support for Global Management departments:

- Collaborate on the design and delivery of ad hoc Grants & Contracts initiatives and projects.
- Advise Global Management teams on procurement requests to support accurate processing and timely follow-up.
- Guide Global Management teams to gather detailed requirements, clarify specifications, and facilitate prompt action on procurement needs.
- Develop and implement procurement plans to optimize sourcing and supplier selection processes.

Required Qualifications and Competencies:

- Robust understanding of procurement processes and policies experience of international organizations and matched with a detail-oriented focus on accuracy and compliance.
- Proficiency in designing and/or administering procurement software and systems, such as ERP systems, e-procurement platforms, or contract management tools.
- Demonstrated ability to produce reports and system dashboards.
- Strong analytical skills and the ability to interpret complex data sets.
- Excellent communication and interpersonal skills, with the ability to collaborate effectively with cross-functional teams; experience conducting cross-cultural training both remotely and in person a plus.
- Excellent oral and written English. French language skills strongly preferred.
- Prior experience developing and delivering trainings a strong plus.
- Demonstrable respect for all persons regardless of religion, ethnicity, class or gender, with a high comfort level working in a diverse environment with a demonstrated commitment to high professional ethical standards.

- Ability and willingness to flex work hours to accommodate multiple time zones, particularly, East Coast in the US.
- Personal commitment to Helen Keller Intl's mission and goals and the values embodied by our namesake and co-founder: courage, integrity, rigor, and compassion.
- Collaborative, flexible, and solution-oriented.
- Ability to maintain balance when under stress.

Education and Experience

- Education: Bachelor's degree in Business Administration, Information Systems, or a related field.
- Experience: Minimum experience 5 years in international development procurement, including working directly with procurement systems.
- Experience with US non-profit, requirements of 2 CFR 200 a plus.

Compensation

In the US, the minimum of the salary range is \$68,000 with a midpoint of \$85,000 and a maximum of \$102,000. Actual base salary will vary based upon, but not limited to, relevant experience, salary of internal peers, and business specialty.

To Apply

Qualified candidates should submit a cover letter and resume to hki.recruitment@hki.org. Applications will be accepted until the position is filled.

In the spirit of our founder and namesake, Helen Keller is dedicated to building an inclusive workforce where diversity in all its forms is fully valued.

We are an Equal Opportunity Employer where all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, age, sexual orientation, gender identity, genetic information, disability, or protected veteran status.

We are committed to providing reasonable accommodation for individuals with disabilities. If you are a qualified individual with a disability and need to request an accommodation during the application or interview process, please contact us at the email above or call: +1 646-356-1789.