

Helen Keller Intl Job Announcement

Senior Manager, Procurement

Flexible — open to candidates based in any location where Helen Keller International is a registered employer.

Helen Keller Intl

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 20 countries – across Africa, Asia, Europe, and the United States – and together with a global community of supporters, we ensure every person has the opportunity – as Helen did – to reach their true potential.

Brief Background

Effective, compliant, and cost-effective procurement underpins program delivery across Helen Keller's decentralized structure. The organization manages a varied portfolio of donor awards — including those from the U.S. Government, multilateral organizations, and private foundations — each carrying distinct regulatory requirements.

The Senior Manager, Procurement, joins a mission-driven organization at a moment when strong systems, sound controls, and reliable procurement practices are essential to delivering programs efficiently and equitably. This is an opportunity to strengthen the procurement foundation of a globally respected health and nutrition organization while advancing its commitment to locally led development.

Purpose or Scope of work

The Senior Manager, Procurement is responsible for coordinating effective, compliant, and cost-effective procurement across Helen Keller's Centers and Global Functions. Operating with significant independence within Helen Keller's established procurement policies and donor requirements, the role refers high-risk and high-value matters to the Senior Director, Grants & Contracts.

The position is accountable for coordinating interconnected procurement workstreams, recommending improvements to procurement policies, procedures, and systems, monitoring compliance and supporting audit follow-up, and delivering procurement training across the organization. In doing so, it reduces operational risk and advances Helen Keller's commitment to locally led development — strengthening procurement capacity in country offices and expanding the effective use of local and national suppliers where consistent with donor requirements and value-for-money.

Functional Relationships

The Senior Manager, Procurement reports to the Senior Director, Grants & Contracts. This role does not carry direct supervisory responsibilities but provides functional oversight and technical guidance to procurement professionals across the organization. The role works closely with Managing Directors, Country Offices, Centers, and Global Functions, as well as external vendors. Because Helen Keller operates through a shared authority structure, the Senior Manager leads primarily through influence, earning cooperation across teams that do not report directly to this position.

Key Responsibilities

Strategy, Systems & Enablement

- Recommend and roll out improvements to procurement policies, procedures, and templates that strengthen clarity, controls, efficiency, and compliance; ensure procurement planning supports program, operational, and growth objectives.
- In partnership with the Center for Data, Technology & Systems, refine and manage the organization's global online procurement system, and promote the use of digital tools and data analytics to strengthen supply chain visibility and value-for-money.

Risk Management & Compliance

- Conduct or oversee regular desk audits of procurement actions, monitor compliance, support implementation of corrective actions from audits and reviews, and elevate risk to the Senior Director, Grants & Contracts.
- Stay abreast of evolving donor procurement regulations, including U.S. Government requirements (e.g., NDAA "889" technology prohibitions), and recommend corresponding updates to Helen Keller policies and procedures.

Capacity Building & Training

- Develop and deliver on-site and off-site procurement training for staff in the U.S. and country offices, and partner with Learning & Development on interactive online training for the procurement system and policies.
- Foster a culture of procurement accountability and stewardship, strengthening proactive procurement planning across Country Offices, Managing Directors, Centers, and Global Functions.

Collaboration & Stakeholder Engagement

- Promote collaboration across departments throughout the procurement review and approval process and represent a procurement-compliance perspective in programmatic and proposal discussions.
- Manage a select portfolio of complex procurement actions — such as international solicitations for commodities and high-risk or high-value donor awards — ensuring timely, transparent, and cost-effective outcomes.

Other Duties

This job announcement is not designed to cover or contain a comprehensive list of activities, duties, or responsibilities for the position. Duties, responsibilities, and activities may change at any time with or without notice. All positions are required to perform any additional tasks assigned by the supervisor.

Skills & Experience

Technical & Leadership Competencies

- Solid knowledge of administrative and procurement regulations for U.S. Government and multilateral development organizations and foreign governments.
- Experience leading and managing procurements for international development commodities is strongly preferred.
- Experience developing and managing an online procurement tracking or database system, including building tools that make procurement information accessible to a broad audience; familiarity with procurement system administration (user accounts, roles, permissions, and ERP/financial system interfaces) a plus.
- Ability to explain complex regulatory information to diverse audiences and to conduct training for country teams and in-country partners with varied backgrounds and prior knowledge.
- Excellent interpersonal, negotiation, and conflict-management skills, with the ability to communicate effectively across cultures in a decentralized, highly collaborative structure.

Education & Experience

- Bachelor's degree required; advanced degree preferred.
- Minimum 7–9 years of relevant progressive experience, including 3+ years managing programs or workstreams.
- Certificate in Grants and Contracts Management and/or Certified Procurement and Supplies Professional (CPSP) a plus.
- Excellent oral and written English required; oral and written proficiency in French strongly preferred.

Working Conditions/ Travel

- Ability and willingness to flex work hours to accommodate multiple time zones, with availability during 4–5 core working hours between 9:00 a.m. and 5:00 p.m. EST.
- Willingness and ability to undertake international travel, approximately 2–3 trips per year.

Compensation and benefits

Helen Keller offers a comprehensive benefits package. Specific offerings may vary by country in accordance with local laws. The compensation for this position will be aligned with the local salary structure. The full-time annualized salary range for this position based in the United States is \$88,000 to \$142,000 with the midpoint of the salary range at \$115,000.

Expectations

Fairness, Belonging and Zero Tolerance to Abuse

As a member of the Helen Keller Family, each employee is expected to:

- Help to develop and maintain an environment that welcomes and develops a multi-cultural workforce with varied lived experiences and identities.
- Foster a work environment where everyone feels valued and included.
- Support employees' evaluation and promotion processes based on skills and performance.
- Promote a safe, secure, and respectful environment for all members of Helen Keller family, stakeholders in general, and particularly for the communities we serve.
- Follow Helen Keller Code of Conduct helping to prevent any type of abuse including workplace harassment, sexual abuse and exploitation, and trafficking in persons.
- Adhere to the Organizational Core Values, which include compassion, courage, integrity, and rigor.

To Apply

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

In the spirit of the extraordinary ability and vision of our founder, Helen Keller Intl fosters an environment of fairness and belonging for our workforce.

Helen Keller Intl is an Equal Opportunity Employer. We are committed to the principles of equal employment opportunity for all employees and applicants for employment.

****Locations where Helen Keller is a registered employer: Bangladesh, Burkina Faso, Cambodia, Cameroon, Cote d'Ivoire, DR Congo, Guinea, Kenya, Mali, Madagascar, Mozambique, Nepal, Niger, Nigeria, Philippines, Senegal, Sierra Leone, Tanzania, and United States: (California, Colorado, Connecticut, District of Columbia (DC), Florida, Georgia, Hawaii, Idaho, Louisiana, Maine, Maryland, Massachusetts, Minnesota, New Jersey, New York, North Carolina, Ohio, Oregon, Pennsylvania, South Carolina, Texas, Vermont, Virginia, Washington, and Wisconsin).***