



JOB DETAILS

Title:	Procurement/Casework Support Officer- Migration Services
Duration:	Full time contract to 30 March 2025 with possibility of extension
Salary:	€35,000-€40,000 ¹ relevant to experience
Reporting to;	Migration Housing Coordinator

BACKGROUND INFORMATION

The Irish Red Cross Society (IRC) is part of the world's largest independent humanitarian network, the International Red Cross and Red Crescent Movement. The IRC is committed to and bound by its Fundamental Principles of Humanity, Impartiality, Neutrality, Independence, Voluntary Service, Unity and Universality. The vision of the Irish Red Cross is to be a leading humanitarian organisation, providing impartial services and support to vulnerable communities both at home and abroad. Our mission is to identify and deliver humanitarian assistance to those who are most in need.

SUMMARY OF ROLE

The Irish Red Cross is tasked under its mandate as auxiliary to the Irish Government to provide pledged accommodation to the Beneficiaries of Temporary Protection (BOTPs) from Ukraine and to Programme Refugees referred to IRC by the Irish Government. This position will support procurement of goods and casework support for homes offered to the Irish Red Cross Register of Pledges. This role will, among other responsibilities, focus on following procurement procedures to purchase goods to support the pledged accommodation programme.

ROLE RESPONSIBILITIES

- To organise purchases of household and other items needed to facilitate the placement of BOTPs/refugees into pledged accommodation.
- Actively recruit new suppliers to assure best value for money is secured through written contract
- Perform property inspections for vacant and shared homes when requested to assure all accommodation is safe.

¹ This role is assigned to the Job Family of: Development & Admin. The Irish Red Cross has 6 Job Families: Secretary General; Senior Manager; Programme/Project Manager; Coordinator; Development & Admin; Administration.



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- Maintain accurate records of spend for properties and monitor procurement procedures to assure best practice.
- Ensure compliance with required internal and external policies and procedures
- Providing detailed reports on a regular basis

ROLE REQUIREMENTS

Essential Criteria

- Minimum of 3 years' experience working with procurement and purchasing in the Charity Sector.
- Strong understanding of managing and spending public funds
- Excellent attention to detail
- Strong interpersonal and communications skills with the ability to interact in a professional capacity with a diverse range of management and stakeholders.
- Ability to work under pressure and meet set deadlines.
- Ability to work efficiently as part of a team as well as independently
- Proficiency in Microsoft Office and Excel
- Ability to maintain strict compliance protecting confidential, sensitive information and materials.
- Fluent levels of English, written and conversational.

Desirable Criteria

- Knowledge of the work of the Irish Red Cross.
- Experience of working with volunteers.
- Ability to speak additional languages e.g. Ukrainian or Russian would be an advantage.

FURTHER INFORMATION

The Irish Red Cross is an equal opportunities employer. We value diversity and aspire to reflect this in our workforce. We welcome applications for people from all sections of the community, irrespective of gender, civil status, family status, sexual orientation, religion, age, disability, race or membership of the Traveller community. This role requires applicants to have the right to work in Ireland. The role is a full time position based on a 35 hour working week. It may require occasional evening and weekend work.

APPLICATION PROCESS

To apply for this position, please forward a copy of your CV, together with a cover letter to:

jobs@redcross.ie

Your email should contain "Procurement/Casework Support Officer-Migration Services" in the subject line. Applications should be in .pdf or MS Word format, and with file names in the



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following format: <Surname>, <First name> - CV and <Surname>, <First name> - Cover Letter

The closing date for applications is 6pm 23rd July 2024 .

It is intended to hold initial interviews for this role on the week of the 5th August 2024