

Canadian Red Cross Disaster Management Volunteer Position Description Disaster Response Team (DRT): Purchasing Coordinator

Volunteer Role: Support Service Delivery
Department: Disaster Management
Location: Region based delivery with occasional Zone wide opportunities

Propose: The Purchasing Coordinator will coordinate logistics activities associated with procurement and ensure delivery of response in accordance with the CRCS Fundamental Principles, the Mission and the role assigned to the CRC in the government's local response plan. This position requires close cooperation with Warehouse Officer to prevent duplication of effort.

Relationships:

- Works with the Ontario Zone and local Disaster Management Programs
- Reports to Zone Disaster Management for situations related to standards, quality management & performance issues
- Works with teams to ensure standards of service delivery & Red Cross policies & guidelines
- Provides assistance and support to other Disaster Management Logistics personnel throughout the Zone

Duties & Responsibilities:

- Attend a Disaster Management DRT Logistics Course
- Assist in developing a Logistics plan and procedures in consultation with the Logistics Manager and Warehouse and Transportation Coordinators
- Assist in the recruitment of specialized workers to fill the required purchasing positions
- In co-ordination with Purchasing Workers, analyse material, transportation, and accommodation resources within the area.
- May assist in training and exercising Logistics workers
- Determine potential Logistics tasks, ensure workers are aware of their specific responsibilities, are trained, exercised and are available for deployment when required
- Develop and maintain current Logistics operations procedures guide
- Mobilize Purchasing workers of the DRT consistent with the direction from the Logistics Officer and the scope of the operation
- Deploy to the Red Cross operations centre and assist in setting up Logistics function
- Schedule Purchasing Workers
- Arrange hotel accommodation for visiting workers
- Provide procurement requirements requested by the ERT as well as Support Services for the DRT including food and vehicles
- Maintain log
- Ensure the well being of those they supervise
- Brief and ensure the flow of pertinent information to those they supervise

Duties & Responsibilities Cont'd:

- Ensure all procurement requirements are complete
- Evaluate Purchasing Workers
- Provide a comprehensive final report to include "lessons learned" and recommendations for changes in operating procedures

Minimum Qualifications:

- Understanding of the Red Cross role in disaster response
- Knowledge of community support organizations and their specific roles
- Familiarity with the supplier assets available in the region
- Experience in procurement, contract negotiation and shipping is preferred
- Ability to delegate, supervise and evaluate personnel
- Ability to plan and coordinate activities
- Flexibility and ability to work well and make decisions under stress and potentially adverse conditions
- Ability to work with limited or no technology, i.e., with paper and pencil rather than computer programs and bar codes
- Willing and able to work in Transportation, Warehousing and Purchasing as the needs of a disaster operation require
- Ability to work in a disaster impacted environments in which the usual logistics procedures and practices may not function for days, weeks.
- Strong team work, management and communications skills
- Experience in procurement and contract negotiations
- Experience in Supply Chain Logistics Management (including shipping, procurement, inventory management and warehousing)
- Valid driver's license

Training Required

- Appropriate Canadian Red Cross training will be provided in Fall 2008

Working Conditions:

- The work environment may not be as clean and comfortable as a standard office environment.
- The work may require on-call duties and long working hours (up to 10-12 hr shifts, 5-6 days/week) during response. Health risks are involved; all must review the Health and Safety Considerations Form prior to the assignment.