

Helen Keller Intl Nepal Job Description

Procurement Specialist, Nutrition for Life Kathmandu

Guided by the remarkable legacy of its co-founder, Helen Keller partners with communities striving to overcome long standing cycles of poverty. By delivering the essential building blocks of good health, sound nutrition and clear vision, we help millions of people create lasting changes 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 are ensuring every person has the opportunity – as Helen did – to reach their true potential.

Background

The Lifesaving Nutrition for Life project aims to protect vulnerable women and children in five high-burden districts in Nepal – Banke, Bardiya, Siraha, Saptari and Sarlahi. The program will deliver essential health and nutrition services—including screening and treatment for acute malnutrition, maternal and newborn nutrition support, and vitamin A supplementation—while strengthening the skills of health workers, community volunteers, and local health facilities. By reaching children under five, pregnant women, and high-risk infants, the project seeks to prevent a worsening child survival crisis and safeguard families from malnutrition and mortality.

Position Overview

The Procurement Specialist will be a key member of the Helen Keller Operation Team, and S/he will manage all procurement required and will be responsible for efficient implementation of program objectives and activities by ensuring sound management and optimal performance in all areas of procurement (goods and services) management in compliance with Helen Keller and donor policies. S/he will work in close coordination with the Sr. Operation Manager, Project Leads, Program Director, Province Manager, Province Coordinator and other colleagues at Helen Keller's Nepal Country Office and Headquarters to ensure achievement of all procurement control and performance objectives in accordance with the Helen Keller program objectives. In addition to procurement responsibilities, the specialist will provide technical support to Family Welfare Division and Logistic Management Section at center and to Province Health Logistics Management Centers in strengthening LMIS in collaboration with relevant implementing partners.

Functional Relationships:

Under the direct supervision of Sr Operation Manager, the specialist will be responsible for coordinating with country staff for shared procurement i. e. insurance, security, cleaning, and maintenance services etc. S/he is responsible for ensuring Helen Keller's best practices are upheld, including adherence to the code of conduct, and fully comply with relevant laws, rules, and regulations, whether internal or external regarding logistic and procurement function.

Helen Keller has a matrixed reporting structure that respects both the line management and authority within country office hierarchies; and the accountability and oversight duties of colleagues at the regional and headquarters level (especially for multi-country grants). This requires regular communication among colleagues and an ongoing effort to clarify who is responsible and/or accountable for outcomes and who must be consulted and/or informed along the way.

Reports to: Sr Operation Manager, Helen Keller
Collaboration with:

- Internal: All Staffs
- External: Governmental and non-governmental agencies at the center, province, districts, and local levels, Implementation partners, and stakeholders

Key Responsibilities:

- Develop procurement plans in consultation with programs, technical and operations by monthly basis.
- Review procurement request, bid analysis and purchase order documents of project for Kathmandu office and province offices, ensure those documents are complete and in accordance with Helen Keller procurement process prior processing for further approval and execution.
- Develop, negotiate, and administer procurement agreements and contracts with vendors, consultants (National and international), in align with organizational and donor requirements.
- Assist Senior Operation Manager in procurement of commodities, especially nutrition and food items, to ensure the approval request documents are complete and meet internal standards.
- Ensure procurement process is completed in timely manner e. g. review of procurement request; preparation of Request for Quotation (RFQ); procurement notice; review of quotations; bid analysis; vendor vetting; issuance of purchase order/contracts/agreement; goods receipt and service notes or deliverables; process for payment with complete procurement documents.
- Ensure full operationalization of Helen Keller KProcure/OPS online system, maintain procurement files, archiving procurement documents in KProcure/OPS as per Helen Keller policy.
- Lead procurement evaluation committees as a non-voting and ensure pricing information is accurate and aligns with acquisition policies, price/cost/reasonability analyses are conducted and documented of source selection, and Helen Keller procurement policies and procedures are followed and enforced.
- Ensure integrity, fairness, and openness as well as adherence to Helen Keller policies, procedures, and controls in all hiring of national and international consultants.
- Perform regular spot audits of procurement files KProcure/OPS to ensure completeness, accuracy and compliance with Helen Keller and donor policies and procedures.
- Maintain and update vendors and service provider's rosters/lists, identify and qualify potential vendors through market research efforts.

- Maintain effective communication with the vendors, service providers, within the technical, program and operation team.
- In coordination with Operation team, maintain a roster of the shortlisted firms and vendors for procurement of goods and maintenance service (Vehicle, Plumbing, Building Repair & Maintenance, electrician, etc.).
- Monitor, track, and expedite all project procurement activities and delivery status of goods/services, and communicate with vendors as needed.
- Coordinate with Family Welfare Division, and Logistic Management Section for the timely forecasting, procurement and supply of the nutrition commodities to health facilities.
- Accomplish assignments as delegated by the Supervisor.

Representation

- Represent Helen Keller and its values at the local, and district, level. Coordinate with other development organizations to reduce duplication and share learning.

Qualifications and Competencies:

- Masters' degree or equivalent in logistic management, finance, administration, or equivalent combination of education and experience.
- Professional experience of at least five (5) years in similar position, preferably in an international NGO or equivalent organization.
- Have ample of experience in Nutrition and Food items procurement.
- Ample of experience in working with Department of Health Services, Health Offices
- Good understanding and knowledge of an electronic Logistics Management Information System (eLMIS).
- Good knowledge and at least two years' experience in working online procurement portals.
- Demonstrated experience with INGO reporting, procurement, and project management including demonstrated ability to develop and monitor budgets and collaboratively manage operational activities of complex programs including sub-grant management.
- Excellent interpersonal skills, including the ability to exercise diplomacy and tact as demonstrated in previous roles that required communication with a broad and diverse set of partners.
- Excellent oral and written English and Nepali language skills, including the ability to clearly communicate complex financial, compliance and operational issues into layperson language.
- Excellent analytical and self-motivation skills; excellent advocacy and persuasion skills; able to think critically.
- An ability to work in challenging and changing environments, and to see through challenges to find solutions.
- An ability to maintain balance when under stress.

- Experience using Excel, Word, and PowerPoint and other applicable software.
- Demonstrable respect for all people 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.

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 multicultural 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

To Apply

Qualified candidates should submit a **cover letter and resume** for the interested position to Nepal.Recruitment@hki.org, clearly mentioning the **Position Title** in the **subject line** of the email. The deadline for applying is **October 17, 2025**.

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

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