



Procurement Generalist

Who We Are

International Justice Mission (IJM) is the global leader in protecting vulnerable people from violence around the world. Our team of over 1,200 professionals are at work worldwide in over 30 offices. Together we are on a mission to rescue millions, protect half a billion, and make justice unstoppable.

We are a global community that cares for one another. We believe that the way we work is as important as the results we achieve. We provide professional excellence with joy and celebration to all those we serve.

The Need

For 25 years, IJM has pioneered the work to protect vulnerable people from violence. 9 out of 9 times in the last decade, IJM's Justice System Strengthening Projects have reduced slavery and violence between 50 and 85% for very large populations of people in poverty. As we grow to expand our impact to protect 500 million people from violence by 2030, we are seeking a Procurement Generalist to provide surge capacity support to the Regional Procurement Lead and will be responsible for the timely and effective processing of procurement of various goods and services from different country/field offices in Asia Pacific.

This position is based in Manila, Philippines and reports to the Regional Procurement Lead. It is a short-term assignment for 6 months.

Responsibilities:

Under the guidance of the Regional Procurement Lead, ensures effective and efficient implementation of procurement processes and controls. He/She shall perform the following:

- Support the review of procurement plans, technical specifications, scope of work/terms of reference, drafting of Requests for Proposals (RFPs) and evaluation criteria;
- Review quotations/proposals received and other supporting documents for the acquisition of various goods and services;
- Assist in the negotiation with suppliers on terms and conditions;
- Draft Letters of Engagement for select service-related categories;
- Draft and issue Purchase Orders within the acceptable timeframe, ensuring compliance with existing policies and processes, funding availability and/or grant requirements;
- Provide guidance to internal stakeholders on the correct application of procurement policies, resolve issues in a timely manner, and provide escalation points when needed,

ensuring that value for money, transparency, accountability and efficiency is achieved in all transactions;

- Coordinates with different functions as necessary (e.g., local finance, regional accounting, legal, security, IT, People Support, etc.);
- Maintain supplier database;
- Maintain contracts library and coordinates with Business Owners on the timely extension/renewal/close out; and

Other Duties:

This job description 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.

Qualifications:

- Bachelor's degree in supply chain management, business or finance-related course;
- At least three (3) years of experience in the acquisition of various goods and services in public, NGO, or humanitarian setting;
- Experience in the use of ERP systems (e.g., Workday, ILMS Ariba, Quickbooks, etc.); and
- Fluency in both oral and written communication in English

Critical Qualities:

- Eager commitment to IJM's Core Values: Christian, Professional and Bridge-Building;
- Making effective decisions;
- Collaborating;
- Leading and Communicating;
- Customer management; and
- Delivering results.

Application Process:

Please submit your updated Resume, Cover Letter, and Statement of Faith in one PDF document to phpeoplesupport@ijm.org on or before 20 April 2025.

IJM holds strict safeguarding principles and a zero tolerance to violations of the Safeguarding Policy, Protection against Sexual Exploitation, Abuse and Harassment Policy, and Code of Ethics. Candidate selection is based on technical competence, recruitment, selection and hiring criteria subject to assess the candidates value congruence and thorough background, police clearance, and reference check processes.

**What is a statement of faith?*

A statement of faith should describe your Christian faith and how you see it as relevant to your involvement with IJM. The statement can either be incorporated into the cover letter or submitted as a separate document and should include, at a minimum, a description of your spiritual disciplines (prayer, study, etc.) and your current fellowship or place of worship.