

**Medical Care Development
International Division**

8401 Colesville Road, Suite 425

Silver Spring, Maryland 20910

Phone: (301) 562-1920

MCDI@MCD.ORG

WWW.MCDINTERNATIONAL.ORG



Position Announcement

Junior Procurement Officer

The International Division of Medical Care Development, MCDI was founded in 1977 with the belief that MCD's successful approach to health systems development in the rural United States could be adapted to meet the needs of developing nations. A global non-profit organization, MCDI uses practical, evidence-based and high-impact approaches to strengthen health systems in developing countries. For almost 40 years, MCDI has worked to improve the health of vulnerable populations overseas through integrated, sustainable and locally-driven interventions. MCDI has implemented public health programs in over 40 countries aimed at targeting the world's most vulnerable populations. MCDI collaborates with donors, national governments, the private sector, health agencies, communities and local stakeholders to improve health and save lives in the following areas: malaria control; maternal, neonatal and child health; water, sanitation and hygiene; tuberculosis; HIV/AIDS; and other communicable diseases.

We are currently looking for a Junior Procurement Officer (JPO) to join our team. The JPO will work with the Chief Operating Officer, the Finance Officers and Program Managers and will be responsible for managing the successful procurement of commodities, services and equipment. The JPO will also engage with our overseas staff and provide our country offices with support and distance training when necessary. This is an exciting opportunity to grow in the international development and logistics field.

Qualifications, skills and experience:

Required:

- Education and experience: One to three years' general work experience required as well as a Bachelor's Degree in administration, accounting, logistics, supply chain management or related field.
- Excellent computer skills (Word, Excel, Outlook), including expertise in Excel as a procurement management tool
- Detail-oriented with accurate data entry skills

- Excellent communication skills, verbal and written
- Ability to work both independently and as a member of a team

Knowledge of French, Portuguese or Spanish would be a plus, but not required.

This position offers a career path to growth and development within the organization. MCDI deeply values diversity, inclusiveness, empowerment and collaboration.

Position: Entry level

Location: Silver Spring, Maryland

Projected start date: Immediately

Application Requirements

NOTE: All applicants must be authorized to work in the United States.

To apply, please submit the following:

- an updated CV,
- a cover letter
- a completed MCD Candidate Application Form (download the form here: www.mcdinternational.org/employment)

Applications should be sent to mcdijobs@mcd.org . **Position open until filled.**

We are an Equal Opportunity Employer.