

DEADLINE : 23 JULY 2021

TYPE OF CONTRACT/DURATION : EMPLOYMENT CONTRACT / 6 MONTHS

NO OF REQUIRED EMPLOYEES : 1

SALARY: AS PREMIERE URGENCE INTERNATIONALE (PUI) SYRIA MISSION SALARY SCALE

BASED: DAMASCUS

ABOUT PUI IN SYRIA

The current operational strategy for Premiere Urgence Internationale (PUI) in Syria is to alleviate the human suffering of the Syrian people in Syria by delivering sound, needs-based humanitarian assistance, while promoting a life-sustaining response. PUI's positioning on, shelter, education, livelihoods, and WaSH sectors remain a priority.

Based on ten years of experience conducting humanitarian operations in Syria, supporting Iraqi refugees and lately Syrians affected by the crisis, PUI has played an important role in responding to the needs of the population within nine governorates (Aleppo, Damascus, Rural Damascus, Homs, Hama, Tartous, Latakia & Deraa) and through the following interventions:

- Rehabilitation of collective and private shelters
- Rehabilitation of infrastructure
- Emergency and Early Recovery WASH interventions
- Education support for conflict-affected populations (remedial classes, school rehabilitation, free exam preparations, summer class activities, community based initiatives and psycho social support),
- Enhancement of the Population of Syria self-reliance through livelihoods (vocational training course, provision of a professional tool kit ((PTK))

GENERAL OBJECTIVE

The Procurement Assistant is responsible for supporting procurement unit in processing purchase requisitions for goods, services and works from the point of requisition to the point of ordering, including but not limited to market assessments, coordination with logistics support unit for transportation of ordered goods, , overview on completion of services provided, as well as archiving all relevant procurement files documents.

RESPONSIBILITIES AND TASKS

1- Procurement of goods/ services:

- He / She is expected to complete procurement files – **based on predefined threshold** – for various goods and services, and in accordance to detailed specifications, expected delivery times, available budget and duly approved purchase orders in all PUI bases.
- He / She supports to facilitate Tender Committee meetings and offers evaluation based on PUI's standard procedures to ensure matching the required quality, delivery terms, available budget and duly approved purchase orders in all PUI bases.
- He / She ensures that purchase files are in full compliance with PUI's procurement's procedures and donor requirement.
- He / She seeks products that offer good value for money, negotiates the best prices, clarifies requests where necessary, and completes purchase orders requests;
- He / She ensures the quality of the items procured, prior signature of the PO, based on detailed specifications and samples provided by the suppliers;
- He / She well communicate with requesters (PUI) and suppliers to ensure the ordered items are matching the PUI minimum requirement.
- He / She secures that all relevant logistics documents have been properly approved, prior confirmation of the order to selected suppliers;

- He / She supports the procurement officer to plan, and organize procurement activities following PUI procurement procedures and best practices, to enable high quality of products / services, efficient and cost-effective procurement processes;
- He / She is responsible to visit the market when needed to complete the purchasing process for required materials in local market.
- He / She carries his / her duties in compliance with accountability policies ensuring that all procured goods and contracted services are in agreement with PUI procurement regulations and defined within PUI's quality standards criteria (i.e. Fit for purpose and inspection compliant);
- He / She provides support, on-job training to his peers, to improve the quality of the procurement services within PUI Syria mission.
- He / She is responsible to visit the market when needed to complete the purchasing process for required materials in local market.

2- Suppliers

- He / She supports procurement officer with the development of the current PUI pool of suppliers through structured market assessment process.
- He / She supports with the regular evaluation of the PUI current pool of suppliers in order to maintain a relevant list of available providers of goods, services and works;
- He / She keeps up to date with the market research to develop PUI standard item list in terms of quality and price and find products alternatives.

3- Delivery

- He / She coordinates with concerned staff (Logistics section, Accountability officers) and handle them all required documents to facilitate the delivery of goods/service to the required final destination according to PO/Contract conditions.
- He / She follows up with Logistics team to complete the related documents cycle (GRN, packing lists) and ensure proper archiving according to PUI procedures.

4- Archiving:

- He / She ensures all relevant procurement documents for his / her procurement files are being archived as per PUI guidelines for full audit trail;
- He / She supports procurement officer to extract the audit samples from the archived documents (Hard / Soft copies) when needed.

5- Internal reporting

- He / She supports the procurement officer in preparing cash-forecasts and schedule for quotations opening ceremonies related to ongoing purchase orders, on a weekly basis;
- He / She is responsible to update the Purchase Request (PR) Tracking report on daily basis and ensure that all information is accurate and correct.
- He / She supports Procurement officer to ensure that Log pack report is updated on monthly basis and ready to be shared with HQ including (Contract Follow up, PR tracking, Price List catalogue and Procurement Plan)

Qualification & REQUIRED SKILLS

Education:

- Professional qualification in Logistics or related fields.
- Certification or training in logistics (Preferred).

Experience:

- 1 year of experience in procurement operations.
- Technical Skills
- Well knowledge of general logistics procedures including but not limited to: Procurement, negotiation, market analysis, accuracy.



JOB TITLE – PROCUREMENT ASSISTANT, BASED IN DAMASCUS

Languages

- Fluently spoken and written English
- Good command of Arabic

Other Skills

- Self-supporting in computers (Windows, Excel, Word, PowerPoint, etc.)
- Excellent interpersonal and communication skills
- Ability to set priorities and manage time effectively
- Ability to multitask and working under pressure.
- Ability to work independently as well as a team member
- Excellent report writing (financial and narrative) skills (Preferred)

Dear Appicante,

To apply for this Vacancy, please copy below link:

<https://docs.google.com/forms/d/e/1FAIpQLSdvQmveCdiZ758HBN2MMCMixHeTcFXWSDNfGt9drXLqJrGTqg/viewform>

If the link above dose not work by clicking on it, please copy and paste it in the browser address bar.

PLEASE NOTE THAT THE PRIORITY WILL BE FOR THE APPLICANTS WHO APPLY BY 08TH OF JULY 2021.