

**DEADLINE :** 14 APRIL 2020

**TYPE OF CONTRACT/DURATION :** EMPLOYMENT CONTRACT / 6 MONTHS

**NO OF REQUIRED EMPLOYEES :** 1

**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, Lattakia & 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 the logistics team with the procurement process of goods and services, including but not limited to market assessments, transportation of goods, storage of procured goods, overview on completion of services provided, as well as archiving all relevant procurement files documents.

### **RESPONSIBILITIES AND TASKS**

#### **1- Suppliers**

- He / She supports with the development of the current PUI pool of suppliers through structured market analysis 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 works with the programs to develop new suppliers that could potentially become part of the current pool of suppliers for PUI.
- He / She is expect to maintain the suppliers list up-to-date at all times for the use of the Logistics team.

#### **2- Procurement**

- 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;
- 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 secures that all relevant logistics documents have been properly approved, prior confirmation of the order to selected suppliers;

- He / She ensures that purchase files are in full compliance with PUI's procurement's procedures;
- He / She ensures local procurement activities to be in compliance with PUI procedures and guidelines, as well as national regulations;
- He / She is responsible to plan, support and organize local 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 in charge of facilitating Tender Committee meetings based on PUI's predetermined thresholds, prepare Minutes of Meeting, complete detailed CBA, prepare PO and contract, and submits the complete file to his / her line manager for approval and validation;
- 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 technical advice in relation to procurement matters to other PUI departments and to his / her peers;
- He / She provides support, on-job training and formal training to the procurement assistants, to improve the quality of the procurement services within PUI Syria mission.

**3- Transportation**

- He / She coordinates with suppliers the most efficient and safe mean of transportation required to move the procured goods, prior dispatching them from origin to final destination (i.e. PUI's warehouse, field);
- He / She ensures GRN / WB documentation has been properly filled and signed prior movement of goods, and is in accordance to PUI guidelines assuring proper audit trail;

**4- Warehousing**

- He / She supports the logistics department with the reception of goods at the PUI warehouse when required;
- He / She provides support producing GRN's for incoming goods and WB's for outgoing goods to the filed;
- He / She ensures proper quantity and quality control for incoming goods into the warehouse or PUI office;

**5- Archiving:**

- He / She is expect to ensure all relevant documents for his / her procurement files are being archived (hard and soft copies) as per PUI guidelines for full audit trail;

**6- Internal reporting**

- He / She supports the procurement manager in preparing cash-forecasts related to ongoing purchase orders, on a weekly basis;

**REQUIERED SKILLS**

- Actively work towards the achievement of the PUI goals
- Abide by and work in accordance with PUI principles.
- Perform any other work related duties and responsibilities that may be assigned by the line manager.

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**POSITION REQUIREMENTS**

**Education**

- Professional qualification in logistics or equivalent
- Certification or training in Logistics(Preferred)

**Experience**

- 1 year of experience in logistic operations
- At least 1 year of experience in procurement (Preferred)

**Technical Skills**

- Well knowledge of general logistics procedures including but not limited to: Procurement, negotiation, transportation, warehousing,

**Other Skills**

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

**Languages**

- Fluently spoken and written English
- Good command of Arabic

**How to apply :**

Dear Appicante,

To apply for this Vacancy, please click on the below link:

<https://docs.google.com/forms/d/e/1FAIpQLScJjR68j2II9kAwhauXx9ZYRisomjD11JB3WHxNwfZ1a9nXQA/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 29<sup>th</sup> OF MARCH 2020**