

DEADLINE : 20 OCTOBER 2019

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 Team Leader is accountable for efficient and effective delivery of procurement functions by leading a team of Procurement Officers in operational activities that ensure alignment with PUI's Procurement procedures.

RESPONSIBILITIES AND TASKS

Procurement:

- Support in ensuring effective supply chain mechanisms in place to contribute to the successful implementation of the PUI activities in coordination with the different internal and external stakeholders.
- Lead the development of tender documentation and facilitation of tender evaluations in consultation with internal and external stakeholders,
- Manage contract negotiation processes with suppliers, vendors and contractors, ensuring financial outcomes for PUI are maximised while meeting needs, minimising risks, and adhering to compliance requirements
- Lead a team of Procurement Officers to deliver contract management and administration functions
- Lead a team of Procurement Officers to procure, negotiate and manage commodity contracts including regular reviews of contractor performance
- Identify, develop and implement improvements in procurement processes and practices
- Ensures that purchase files are in full compliance with PUI's procurement's procedures;
- Deliver section reporting to ensure the delivery of priorities in accordance with established timeframes and quality requirements.
- Ensures local procurement activities to be in compliance with PUI procedures and guidelines, as well as national regulations;

- Facilitate Tender Committee meetings based on PUI's predetermined thresholds, prepare Minutes of Meeting, complete detailed CBA, prepare PO and contract, and submit the complete file to his / her line manager for approval and validation;
- Carries 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);
- Monitor internal procurement systems and processes and ensure that compliance is achieved across the organisation
- Provides technical advice in relation to procurement matters to other PUI departments and to his / her peers;
- Provides support, on-job training and formal training to the procurement officers, to improve the quality of the procurement services within PUI Syria mission.
- Under the supervision of the Supply Chain Manager, provide extra support in supply Chain Management processes (e.g. procurement, transport, reporting etc.)

Staff Management and Reporting

- Manage the local support team training, objectives, supervision of tasks, evaluations, and performance management.
- Provide weekly and monthly reports on the delivery of procurement activities.
- Maintains purchasing documents, files and records for the purpose of ensuring the availability of documentation and compliance with PUI's policies and guidelines.

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.

POSITION REQUIREMENTS

Experience and Skills

- Minimum of four years of progressively specialized experience in logistics and procurement.
- At least 1 year of experience in humanitarian sector.
- University Degree in Business Administration, Accounting, Information Technology.
- Experience in management of staff
- Excellent communication and interpersonal skills, together with the capacity to remain calm under pressure and not lose sight of strategic priorities
- Excellent interpersonal and communication skills.
- Good analytical thinking and problem solving abilities.
- Ability to plan, prioritise and organise own and others' work.
- Computer literate, including word processing, databases/ spreadsheet use.

Languages

- Fluently spoken and written English
- Good command of Arabic

To apply for this Vacancy, please copy below link:

<https://docs.google.com/forms/d/e/1FAIpQLSdYZ7EoWEYys5iTqnJpbhDA2kWjMHNxdR2xExFa-ftq3EKkWg/viewform>

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