

**DEADLINE :** 25 DECEMBER 2019 (Priority will be for applicants applying by 05<sup>TH</sup> of December 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 Officer is responsible for directing the full procurement process 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 enlargement of the current PUI's pool of suppliers through structured market analysis process;
- He / She supports with the regular evaluation of the PUI's current pool of suppliers, in order to maintain a relevant list of available providers of goods, services and works;
- He / She works with the various PUI programs to develop new suppliers that could potentially become part of the current pool of vendors 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 of goods/ services**

- He / She procures – based on predefined thresholds - various goods and services 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 submit 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 organizes proper means of transportation of various goods procured from origin to the required final destination;
- He / She ensures all relevant documentation has been approved by all relevant governmental authorities, prior movement of goods from and to PUI warehouses in Damascus and the field.

**4- Archiving**

- He / She is expected to ensure all relevant procurement documents for his / her procurement files are being archived as per PUI guidelines for full audit trail;
- He / She ensures that PUI archiving procedures (Hard / soft copies) are being followed by the procurement assistants;

**5- Internal reporting**

- He / She supports the procurement manager in preparing cash-forecasts related to ongoing purchase orders, on a weekly basis;
- He / She supports the procurement manager in preparing procurement plans for various projects / programs, on a monthly basis.
- When required, He / She supports the Procurement manager and the Logistics coordinator in preparing accurate financial and narrative reporting related to procurement activities.

**REQUIRED 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****Education**

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

**Experience**

- 3-4 years of experience in procurement of goods and / or services.

- At least 1 year of experience in humanitarian sector (Preferred).

**Technical Skills**

- Well knowledge of procurement procedures including but not limited to: Negotiation, tendering, market analysis, supplier development, transportation of goods, warehousing, budgeting.
- Sound knowledge of INCOTERMS.

**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 work independently as well as a team member.
- Ability to multitask.
- Excellent report writing (financial and narrative) skills.

**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-ftq3EKkKg/viewform>

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

**PLEASE NOTE THAT ,PRIORITY WILL BE FOR APPLICANTS APPLYING BY  
05<sup>TH</sup> OF DECEMBER 2019**