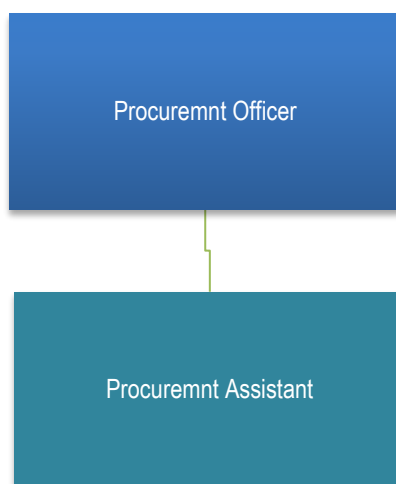


<b>Position Name (Title) :</b>	Procurement Assistant	<b>Position Level:</b>	Grade 6
<b>Reporting to (Title) :</b>	Procurement Officer	<b>No. of Direct Reporters:</b>	
<b>Version:</b>		<b>Sector /Department/Section :</b>	Finance

#### Position Reporting Lines



#### Main Job Purpose

Provide support and assistance to the country office procurement function to ensure sufficient and timely delivery of goods and services while maintaining the highest degree of compliance with CARE Policies and donors' requirements. Maintain vendor data base according to CARE policy.

#### Objectives

- Participate in the procurement processes including all required procurement reporting.
- Maintain updated filing system for procurement department.
- Assist the procurement officer in developing, maintaining an updated approved vendor database
- Participate in the annual review of approved vendors.

## Accountabilities

- Initiate the procurement process based on CARE policy upon receiving an approved PR.
- Liaise with the vendors regarding. active orders to ensure timely delivery by the vendors
- Contribute in vendors/consultant identification process through market scanning against departments and programs' needs.
- Responsible for the hotel contracts with CARE; and ensure obtaining competitive offers .
- Receive and review requests for payments submitted by programs to ensure its completeness and all needed supporting documents are exist.
- Maintain procurement hard and soft master files/vendors /consultants files and records and make the needed updates to ensure completeness and accuracy
- Maintain records to record receipt of RFP received by the unit and submitted to finance department and follow up payments are done as per CARE approved payment terms (within 20 working days)
- Lead the vendor adding process ( communicate with vendors to ensure receiving the needed documents, undertake reference and Bridger check, prepare the needed forms) prior adding new vendors in the PeopleSoft system
- Support the procurement officer(s) in procurement tasks as requested.
- Support the procurement unit, during the procurement officer(s) her/his absence.

## Position Relationship with Other Parties

<u>Internal Relationship</u>	<u>External Relationship</u>
<ul style="list-style-type: none"><li>• Program team.</li><li>• Program support team</li></ul>	<ul style="list-style-type: none"><li>• Consultants.</li><li>• The External vendors, suppliers and contractors</li></ul>

## Working Environment

The position follows the normal working environment of the organization.

Indoor: 90 %

Outdoor: 10 %

Working Hazard:

Working Days: 5 days

Days Off: 2 days

Working Hours: 8 am to 4 pm

## Position Dimensions

POSITION DIMENSION	
Level of Authority	Minor Judgement Within Guidelines
Budget Control	No Budget Control
Budget Amount	No Budget Control
Hiring Authority & Promotion	Does not Coach New Employees
	Does Not Supervise Employees
	Does not Participate in the Promotion Cycle
	Does not Approve Hiring New Employees
Consequence of Error	Impact Own Department

## Job Requirements

Education:	University degree in Business Administration section or a relevant degree.
Experience:	1- 2 years' experience in procurement or similar area Experience working with international NGOs is preferred
Computer Skills	MS Office Spread sheets, database, internet.
Languages:	<ul style="list-style-type: none"> <li>English</li> <li>Arabic</li> </ul>

## Reports

Monthly Procurement status report

## Competencies:

- Negotiation

- Problem Solving
- Demonstrated ability to work under pressure and meet deadlines
- Planning and Organizing
- Customer service kindest
- Analysis skills.
- Multi tasks oriented.

### Signatures

		Date
Employee		
Manager		
Human Resources		