

## **Procurement Coordinator**

**Status:** vacancy announcement

**Job Title:** Procurement Coordinator

**Application Deadline:** Thursday September 29<sup>th</sup> 2022 before 14:00 PM

**Duty Station:** Ramallah

**Type of Contract:** Full-time

**Languages Required:** Arabic, Fluent English

**Starting Date:** Immediately.

**Expected Duration of Assignment:** 12 months with possibility of extension.

### **Background of REFORM:**

The Palestinian Association for Empowerment and Local Development – REFORM is a Palestinian NGO that works in the field of empowerment and local development, seeking to promote inclusion and social solidarity in Palestine through empowering marginalized hard- to-reach groups. REFORM aims to enhance the social and political participation of these groups and community activism, to facilitate equal access to public utilities through strengthening the capabilities of youth and women, and to provide a reliable database for the political and administrative decision makers in Palestine.

### **General Duties:**

- Apply the procurement policies and procedures of the association and ensure that employees and the Association adhere to them.
- Constant pursuit and supply of high-quality goods and services that achieve the goals of the Association with the best prices.
- Ensure the consecutive update of the Association’s vendors list.
- Efficient management of assets.

### **Functional Tasks:**

- lead procurement planning processes.
- Manage procurement processes including, preparing purchase requests, analysis, preparing purchase orders, and contracts.
- Manage custodies according to the internal policies and procedures.
- Ensure that maintenance services are obtained, in a timely manner.
- Lead procurement committees.

- Work to continuously and permanently update the list of suppliers and service providers.
- Provide logistic support to different departments.
- Maintain complete procurement documents for each contract, including bidding documents, announcements, tenders submitted, tender evaluation, acceptance letters or contract agreements, payment documents, complaints and any related correspondence in an orderly manner
- Archive all agreements in files and electronically.
- Receive financial requests with receipt forms, invoices and supporting tax documents.
- correspond with the finance department effectively.
- prepare monthly reports.

### **Qualifications and required skills**

- Bachelor's Degree in accounting or law are preferred or any related field.
- At least 3 years of related working experience in NGOs.
- Ability to work under pressure and within a team.
- Self-motivation and multitasking is a must. **Exemplify it in your cover letter in bold.**
- Experience in preparing contracts.
- Excellent writing and communication skills in both English and Arabic languages. **Exemplify it in your Cover letter in Bold**
- Observation, active listening and analysis skills with ability to make sound judgment
- Attention to details, accuracy and timeliness in executing assigned responsibilities. **Exemplify it in your cover letter in bold**

The Procurement Coordinator is reporting directly to the Head of Department.

### **Apply instructions:**

Qualified candidates should fill out the following form: <https://forms.gle/JS8PSbHNtRCeaKL66>

And send a copy of the following:

- An updated CV that corresponds to the needed requirements, please name the file (FullName\_CV), including three professional references.
- A cover letter detailing their interest and qualifications for this position in English. Please name the file (FullName\_CL).

**To the email address: [Hr@reform.ps](mailto:Hr@reform.ps)**

**Deadline for submitting applications is: Thursday September 29th 2022 before 14:00 PM**

**Notes:**

- Please indicate the position title as "Procurement Coordinator " in the email subject line.
- Only short-listed candidates will be contacted for an interview.
- **CVs with photos or any other distinctive signs will not be considered.**
- Incomplete applications or applications that do not follow the instructions will not be considered.
- **Please only apply if you have a documented professional experience in a similar role within an NGO for at least three years or more.**

