



Vacancy Announcement

Job Description:

Company: International Medical Corps.

Job Title: Procurement Officer.

Contract type: Full-time.

Duty Station: Main Office (Damascus).

Number of Vacancies: 1.

Application Closing Date: March 16, 2026, 4:00PM.

Background:

International Medical Corps is a global, humanitarian, nonprofit organization dedicated to saving lives and relieving suffering through health care training and relief and development programs. Established in 1984 by volunteer doctors and nurses, International Medical Corps is a private, voluntary, nonpolitical, nonsectarian organization. Its mission is to improve the quality of life through health interventions and related activities that build local capacity in underserved communities worldwide. By offering training and health care to local populations and medical assistance to people at highest risk, and with the flexibility to respond rapidly to emergency situations, International Medical Corps rehabilitates devastated health care systems and helps bring them back to self-reliance.

Job Purpose:

The Procurement Officer works under the direction of the Procurement Coordinator, in close collaboration with other Heads of Department in-country and Global Logistics for guidance, technical support and reporting. S/he is supporting technically Senior/Procurement Assistants in main Office and also to field based Procurement team(s) when required.

The procurement officer is responsible for the overall Procurement unit deliverables, with primary focus on timely acquisition and delivery of project input, equipment and services in support to the International Medical Corps operations and in compliance with the International Medical Corps' internal and relevant donors' procedures, rules and regulations.

MAIN TASKS AND RESPONSABILITIES:

❖ **International Medical Corps' and donor's procedures, rules and regulations related to Procurement are applied in a consistent manner across the country program:**

- In charge of the correct implementation of International Medical Corps standard systems and procedures for procurement.
- Ensure segregation between projects is reflected in documentation, goods/equipment/services management, tracking, reporting and use.
- In charge of training procurement staff inducting and educating Customers on Procurement principles, standards, systems and procedures.
- Responsible for capturing, analyzing and reporting data, conducting documented periodic controls.

Remain updated of donor policies and procedures and is responsible for timely dissemination and consistent application across the country program.

❖ **Procurement Requisitions are effectively processed:**

- Act upon submission of a fully approved Purchase Request. Educate and support customers to ensure timely submission of approved PRs with sufficient details and realistic delivery target date.
- Provide in writing to customers: receipt of PR, Tracking number, confirmed target delivery date using customer service shaped communication.

- ❖ **Procurement tracking sheet is accurately maintained and shared to clients on weekly bases:**
 - Provide progress data for record and tracking of PRs to staff in charge of maintaining Procurement Tracking sheet: every procurement step is logged into PTS.
 - Facilitate the supply of PTS on weekly bases to customers, segregated per project number.
- ❖ **International Medical Corps' suppliers are pre-qualified; performance is measured and taken into account when invited to bid.**
 - Use lists of recommended suppliers provided by UN agencies, embassies, other NGOs... Able to explain why selected suppliers have been invited to bid.
 - Regularly carry out market analysis, collect from potential suppliers: relevant documentation such as registration, tax certificates, owners' ID, past contract references, invite most-technically-sound program personnel to conduct documented technical assessment, evaluate supplier's capacity (warehouse, staff...); conduct Bridger Insight screening... and build an individual Supplier file for successfully prequalified vendors.
 - Track and record suppliers' performance based on in-country agreed indicators (quality, effectiveness, efficiency, payment terms, flexibility...).
 - Documented under-performance of suppliers is reported and taken into account during bidding evaluation process.
- ❖ **The Procurement department functions internally and externally in a coordinated manner, is effective and pro-active, delivers services to customers and aims at high customers' satisfaction.**
 - Pro-actively coordinate with Heads of Department and develop procurement solutions, infuse customer service satisfaction approach within the department, feed other departments with relevant procurement information and data useful to enhance project deliverables.
- ❖ **The Procurement Department is an asset to the country program supporting projects and enhances International Medical Corps' projects Value-For-Money.**
 - Through effective direction of the procurement section, is responsible for the timely acquisition and delivery of equipment, goods and services in support to the implementation of International Medical Corps projects.
 - Is responsible for transparent and competitive bidding, selection of most-appropriate contracting mode (Blanket Purchase Agreements, scheduled deliveries...), contract design in line with country legal practices and the overall quality and compliance of procurement documentation.
 - Promote enhanced business and advanced negotiation practices, positive business relations with suppliers, timely delivery of goods & services to International Medical Corps, documented quality /quantity control and swift subsequent payment in line with agreed payment terms.
 - Is responsible for the timely delivery and regular feedback on procurement process to requester/customers (including progress of procurement planning and progress of individual procurement requisitions).
 - Identify Productivity and Quality evaluation indicators, collect feedback from customers and business partners/suppliers; adjust procurement strategies accordingly, work toward and document best Value-For-Money indicators related to procurement services.
 - Specifically, responsible to ensure implementation of US Export regulations and Anti-terrorist regulations as relevant.
- ❖ **Scope Of Work:**
 - Processes the requisitions sent by the requesters.
 - Responsible for the perfect implementation of the procurement procedure.
 - Independent and self-sufficient, requests the quotes on the national market. Transfers the file to the supervisor for international quotes.
 - Fills out the Bid Summaries, Comparison charts, Waivers and Purchase orders.
 - Submits them to his supervisor. Requests his supervisor to issue memos in case a waiver is used.
 - Asks for signatures as per the procurement procedure.

- Submit and collect HQ approval when is required
- Performs vendor evaluation by providing performance reports on vendors and maintaining them on file (Vendor Rating Tool)
- Responsible for organizing tender opening, writing the opening minutes and negotiation minutes.
- Represent Procurement Department in the sealed offers opening meetings.
- Knows the local market and available suppliers. Selects the best suppliers to request quotes from as per price and quality.
- Delivers the Purchase orders to the selected suppliers.
- Ask signature and provides a signed copy to the supplier as order.
- Makes sure all suppliers are legal and reports his supervisor in case of illegal issues.
- Clears out the advance providing the documents as per the procedure. Requests a new advance.
- Coordinate with the Warehouse Department to arrange deliveries.
- Once delivered in IMC Warehouse (s) makes sure the items are sent in timely manner to the field sites and provides and approximate delivery date.
- Contacts sites in case of delay and provides new expected delivery date.
- Collect all the evidences (GRN-SRN-QC report) and check the final documentation prior submitting the invoice to the Finance Department.
- Provide Procurement support to all programs in compliance with IMC's standard procurement procedures
- Performs other duties as assigned by supervisor
- In addition of the regular procurement, S/he will be in charge of implementation of the following type of procurement:
 - Medicines.
 - Lab items and consumables.
 - Medical items and consumables.
 - Medical equipment.
 - Lab equipment.
 - Printing items.
 - IMC running costs (landlines, mobiles, electricity, water...)

Required Qualification, Skills, and Experience:

❖ **Qualifications**

- At least Institute degree in one of the following field or related: Business/Trade, Supply Chain, and Management.

❖ **Experience**

- At least 2 years of experience in logistics and/or Supply Chain at officer level.(It is preferable to have worked in a humanitarian organization)

❖ **Competency**

- English Skills: (Able to read, analyze, and interpret business contracts, technical procedures, or governmental regulations. Ability to write reports).
- Proficiency in Microsoft Office and purchasing software.
- Strong communication and negotiation skills.
- Good analytical and strategic thinking skills.
- Supervisory and management experience.
- Independent self-starter with attention to detail
- Possesses integrity and ability to maintain accurate and confidential records
- Able to collaborate with and motivate others
- Ability to organize workload, adapt quickly to change, and deliver under the pressure of deadlines
- Willingness of working in remote field bases with limited infrastructure if required

❖ **Other :**

- Driving license
- Exempt from the military service (for Male)
- Ability to travel inside and outside the country

