



## **JOB TITLE – PROCUREMENT OFFICER, BASED IN DAMASCUS**

**DEADLINE** : 08 April 2026

**TYPE OF CONTRACT/DURATION** : EMPLOYMENT CONTRACT

**NO OF REQUIRED EMPLOYEES** : 1

**SALARY**: AS PREMIERE URGENCE INTERNATIONALE (PUI) SYRIA MISSION SALARY SCALE

**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, Latakia & 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 mastering the full procurement process for goods, services and works from the point of requisition to the point of ordering, including but not limited to market assessments, coordination with logistics support unit for transportation of ordered goods, overview on completion of services provided, archiving all relevant procurement files documents, as well as supervising the procurement assistants.

### **RESPONSIBILITIES AND TASKS**

#### **1- Procurement of goods/ services:**

- He / She checks and processes the purchase requests according to PUI guidelines and procedures.
- He / She facilitates Tender Committee meetings and offers evaluation based on PUI's standard procedures to ensure matching the required quality, delivery terms, available budget and duly approved purchase orders in all PUI bases.
- He / She is expected to complete procurement files (Comparative bid analysis, Minutes of supplier selection, Purchase order and contract) – based on predefined threshold – for various goods and services, and seeks the required validations at both mission and HQ levels
- He / She ensures that purchase files are in full compliance with PUI's procurement's procedures and donor requirement.
- He / She checks purchase files drafted by procurement assistants to ensure the accuracy based on procurement principles and PUI's procurement guidelines.
- 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 purchased items, prior signature of the PO, based on detailed specifications and samples provided by the suppliers;

- He / She is responsible to visit the market when needed to complete the purchasing process for required materials in local market. Page 2/3 Job Description – Procurement Officer – PUI Syria
- He / She well communicate with requesters (PUI) and suppliers to ensure the ordered items are matching the PUI minimum requirement.
- He / She is responsible to plan, support and organize procurement activities following PUI procurement procedures and best practices.
- He / She supports the procurement manager to update the procurement plan tool on monthly basis, and put the best scenarios for the time frame to ensure activities are performed on time.
- He / She support the procurement manager to analyse the potential procurement risk.
- 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 follows up with Finance department the payment cycle of purchase files and ensure proper related documents according to PUI standard procedure.
- 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
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**2- Suppliers & Market research:**

- He / She works with compliance for continuous development of the current PUI's pool of suppliers through structured market analysis and assessments process.
- He / She conducts regular post-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 keeps up to date with the market research to develop PUI standard item list in terms of quality and price and find products alternatives.

**3- Delivery:**

- He / She coordinates with concerned staff (Logistics section, Accountability officers) and handle them all required documents to facilitate the delivery of goods/service to the required final destination according to PO/Contract conditions.
- He / She supports the logistics department with the reception of goods at the PUI warehouse/office/field when required.
- He / She follows up with Logistics team to complete the related documents cycle (GRN, packing lists) and ensure proper archiving according to PUI procedures.

**4- Archiving:**

- He / She ensures 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.
- He / She is responsible to extract the audit samples from the archived documents (Hard / Soft copies) when needed

**5- Internal reporting:**

- He / She supports the procurement manager in preparing cash-forecasts and schedule for quotations opening ceremonies related to ongoing purchase orders, on a weekly basis;
- He / She is responsible to update the Purchase Request (PR) Tracking report on daily basis and ensure that all information is accurate and correct.
- He / She supports the procurement manager in preparing procurement plans for various projects / programs, on a monthly basis and put the best scenarios for the time frame to ensure activities are performed on time.
- When required, He / She supports the Procurement manager in preparing accurate financial and narrative reporting related to procurement activities.
- He / She supports Procurement manager to ensure that Log pack report is updated on monthly basis and ready to be shared with HQ including (Contract Follow up, PR tracking, Price List catalogue and Procurement Plan)

The tasks and responsibilities defined in this job description are not exhaustive and can evolve depending on the project needs. Potential incountry trips might be requested to support PUI field offices. The employee could be requested to perform other tasks as his/her Line Manager may judge necessary.

#### **Qualification & REQUIRED SKILLS**

##### **Education:**

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

##### **Experience:**

- 3-4 years of experience in procurement operations.
- 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.

##### **Language's skills:**

- Fluently spoken and written English.
- Good command of Arabic.

##### **Other Skills**

- Self-supporting in computers (Windows, Excel, Word, PowerPoint, etc.).
- Excellent interpersonal and communication skills.
- Ability to set priorities and manage time effectively.
- Ability to work independently as well as a team member.
- Ability to multitask and working under pressure.
- Excellent report writing (financial and narrative) skills.
- Problem solving skills related to procurement challenges



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*Dear Applicante,*

To apply for this Vacancy, please click on the below link:

<https://docs.google.com/forms/d/e/1FAIpQLSffgLNoovY6MecpdG6NBAHYfiWzYWhtfZCtSOAezGQPXi6vfg/viewform?usp=publish-editor>

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

APPLICATIONS WILL BE REVIEWED ON A ROLLING BASIS AND POSITION CAN BE CLOSED EARLIER THAN DEADLINE, FOR THIS REASON, INTERESTED CANDIDATES ARE ASKED TO SUBMIT THEIR APPLICATION AS SOON AS POSSIBLE.