Vacancy Announcement

Job Description:

Company: International Medical Corps.

Job Title: Procurement Officer

Contract type: Full-time.

Duty Station: Syria (Raqqa).

Number of Vacancies: 1.

Application Closing Date: November 25,2026, 4:00PM.

JOB SUMMARY

The Officer, Procurement is responsible for processing assigned procurement activities in accordance with International Medical Corps policies and procedures, donor and host country regulations.

Officer, Procurement reports to Procurement Manager or other supervisor, as per applicable team structure.

To perform this job successfully, an individual must be able to perform each essential function with or without reasonable accommodation.

MAIN TASKS AND RESPONSIBILITIES

- Ensure all directly managed procurements are performed ethically and transparently in line with applicable rules and regulations, ensuring best Value for Money.
- Ensure procurement actions are documented, properly filed and audit ready.
- Assist with the induction of procurement staff peers.
- Ensure procurement tracking for assigned purchase requests is up-to-date and available to stakeholders.
- Ensure vendors are registered / vetted prior placing order and their performance is monitored.
- Responsible for the timely and transparent acquisition of equipment, supplies and services, for program support and implementation, while ensuring compliance with IMC, host government and Donor's procedures and regulations.
- Ensures compliance open, transparent, ethical, and free competition in procurement activities with aim to achieve best value for money.
- Participate in market surveys.
- Ensures that vendors are registered, assessed, screened, and prequalified (as required) prior placing order.
- Ensures that performance of vendors is monitored and documented for assigned procurements.
- Alerts supervisor if any Service Level Agreements (SLAs) for any category of items require updates due to changes in the market.
- Support program team with cost estimates whenever required.
- Ensures timely bids solicitation against approved purchase request and defined selection criteria.
- Responsible for assigned bidding processes including review of procurement requisitions, solicitation of quotes, collecting quotes, comparing bids, or supporting their evaluations, recording committee conclusion, and placing authorized orders.
- Ensures utilization of available Blanket Purchase Agreements (BPAs).
- Ensures complete and compliant procurement documentation is submitted for review and approval.
- Promotes enhanced business and negotiation practices, positive and ethical business relations with vendors.
- Ensures regular updates of procurement tracker.
- Ensures that documents required to process quantity and quality controls (including samples where applicable) are available timely with staff tasked to process count and Quality Control at the time of commodities or services handover.
- Check received vendor invoices against approved order and confirmation of delivery.

- Ensures timely payment request to Finance, in line with order payment terms.
- Collects and shares feedback from requesters/users and business partners/suppliers to supervisor.
- Ensures correct use of item catalogue use in procurement activities.

Staff Capacity building and Learning & Development

- Provides support and participates in orientation of other staff as tasked. Maintains open and professional relations with team members, promoting a strong team spirit and providing guidance to enable staff to successfully perform in their roles.

Compliance, Audit and related controls

- Responsible for compliance of performed actions with IMC policies and procedures and applicable donor rules and local laws and regulation.
- Identifies risks related to assigned procurements and implements mitigations measures in collaboration with supervisor.
- Maintains accurate filing systems, with documented and auditable records of procurement transactions and reports.
- Ensures timely submission or availability information required for mandatory reports.
- Responsible for implementing corrective measures identified as result of self-control, audit or compliance review.
- Ensures Export Compliance requirements for all assigned procurement actions.

Fraud prevention

- Committed to fraud prevention, detection, reporting and fraud risk reduction as per IMC policies and procedures, donor rules and local laws and regulations.

Logistics Management & Information System (LMIS)

- Ensures to use any software solutions accurately and in line with IMC guidelines.

Perform other duties as assigned. The duties and responsibilities listed in this document are representative of the nature and level of work assigned and not necessarily comprehensive.

MINIMUM QUALIFICATIONS

- Typically, a bachelor's degree in Logistics, Supply Chain management or related area. An equivalent combination of relevant education and experience may be substituted as appropriate.
- Typically, 3+ years of relevant experience working in Procurement and/or Logistics.
- Good interpersonal and team skills
- Commitment to and understanding of IMC's aims, values and principles
- Fluency in written and spoken English
- Relevant qualifications or training courses.
- Knowledge of MS Office including MS Word, Excel, PowerPoint, and Outlook
- Good interpersonal skills.
- Ability to work in participatory manner with staff to assess needs, implement and monitor activities.
- Ability to integrate and work well within multi-ethnic and multicultural team.
- Ability to work in harsh conditions, often in remote areas

❖ **Salary and Benefits:**

- As Per IMC Salary Scale.
- Social Security.
- Medical Insurance.
- Life Insurance.

❖ **Ethical Conduct at International Medical Corps:**

As part of a global, humanitarian team dedicated to saving lives, easing suffering, and building self-reliance, International Medical Corps staff are responsible for adhering to our Code of Conduct and Ethics and for knowing and abiding by International Medical Corps policies and standards. All staff play a vital role in preventing violations of our Code of Conduct and Ethics, including conflicts of interest, fraud, corruption, and any kind of exploitation or abuse. International Medical Corps is also committed to providing a safe and healthy work environment free of harassment, bullying, and other misconduct, enabling staff to build and maintain professional, respectful working relationships.

International Medical Corps prioritizes safeguarding the populations with whom we work from exploitation, neglect, or abuse of children and adults at risk, and/or any form of trafficking in persons. International Medical Corps is committed to engaging members of crisis-affected communities to participate in meaningful ways in a crisis response, including making informed decisions about the assistance they receive, mitigating potential risks, and holding us accountable for the commitments we make. All staff are expected to support International Medical Corps' culture of accountability toward our stakeholders, particularly the crisis-affected communities and individuals we serve.

As part of International Medical Corps' commitment to a speak-up culture and as one of the primary ways we collectively hold ourselves accountable for complying with the ethical principles and standards of conduct outlined in the Code of Conduct and Ethics, all staff are required to report suspected or actual misconduct or violations of organizational policies. Our Code of Conduct and Ethics and Whistleblower Policy prohibit any form of retaliation against whistleblowers or individuals who report a concern in good faith. Staff who violate these protections may be subject to disciplinary action, up to and including termination of employment or contractual relationship with International Medical Corps.

❖ **About us:**

Humanitarian, nonprofit organization dedicated to saving lives and relieving suffering through health care training and relief and development programs.
International Medical Corps is proud to provide equal employment opportunities to all employees and qualified applicants without regard to race, color, religion, sex, sexual orientation, national or ethnic origin, age, disability or status.

International Medical Corps never asks job applicants for a fee, payment, or other monetary transaction.
If you are asked for money in connection with this recruitment, please report to International Medical Corps at the website for reporting misconduct : www.InternationalMedicalCorps.ethicspoint.com
Please do not submit your CV or application to this website; it will not be considered for review.
WOMEN ARE STRONGLY ENCOURAGED TO APPLY.
This position is urgently required, and recruitment will be conducted on a rolling basis. Interested candidates are encouraged to apply as soon as possible, as the vacancy may be filled before the closing date.

➢ **Note: If the required number of applicants is met, the link may be closed before the end of the time given for the advertisement.**

To apply for this vacancy please click on the following link and fill in the required information:

Procurement Officer-Raqqa-PO25112026

Alternatively, scan the following QR code by your mobile camera:

