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<th>JOB VACANCY FORM</th>
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**Job Title:**  Procurement Officer

**Reference Number:** 050514-8

**Company Description**

**FIRM/INSTITUTION NAME:** NORWEGIAN REFUGEE COUNCIL

**TYPE:**  □ Local  □ Regional  X Multinational

**INDUSTRIAL SECTOR:**  NGO

**BRIEF FIRM DESCRIPTION:**

**Job Description**

**BRIEF JOB DESCRIPTION:**
Job Purpose Summary

The Procurement Officer will support procurement activities in Beirut and NRC field offices and ensure the efficient and effective management of procurement activities for ongoing NRC programmes.

**Key Responsibilities**

**Procurement**
- To follow NRC standard procurement practices keeping records to full audit trail standard.
- Where appropriate to obtain no less than three quotations, prepare a Bid Analysis and recommendation to purchase, with all information being systematically recorded in Purchase Committee minutes.
- With appropriate authorisation execute the purchase of appropriate goods and services and arrange delivery in a timely and cost effective manner.
- Complete purchase orders and contracts based on standard formats but adapted where necessary.
• Liaise and co-ordinate with relevant programme colleagues regarding delivery of supplies and keep all parties informed of any changes in a timely manner.
• To identify and maintain an accurate and up-to-date supplier information database for the NRC Lebanon (in collaboration with field offices) for the regularly purchased items and services, and keep informed of local market conditions.
• Establish and maintain a good professional working relationship with suppliers.
• To ensure that all purchased goods are of NRC standard and fit for purpose.
• To support NRC field offices in Lebanon to carry out tenders and procurements where needed and in particular provide close support for complex or large scale tenders.
• To produce regular, timely and accurate reports in relation to procurement activities.

Management
• Coordinate the work of one logistics assistant.
• Provide training, mentoring and support to the logistics staff as needed and other staff in relation to procurement issues
• Provide technical co-ordination and advice to other departments and functions within the Beirut and field offices in relation to procurement activities.
• Update and maintain standard operating procedures (SoPs) in relation to NRC Lebanon procurement activities.
• Ensure that NRC procurement procedures and processes are followed in the Beirut and field offices including filing and archives are in use and maintained according to the NRC and project-specific regulations.

Provide cover and back-up when required to the Logistics & IT Coordinator and other logistics assistants for other activities including fleet, office maintenance and Asset management
Perform other related duties requested by the Logistics & IT Coordinator and FAM.

JOB LOCATION(S):
City: Beirut Country: Lebanon

DEGREE:
X Bachelor □ Master is a plus □ Doctoral Degree
□ Undergraduate Student/ Degree not Necessary □ Teaching Diploma

MAJOR/ EMPHASIS: Ordinary national diploma in relevant field

WORK EXPERIENCE: Minimum of 3-4 years of relevant work experience in a busy organization related directly to purchasing and procurement.

SKILLS:

• Good communication and interpersonal skills
• Strong organizational and team working skills
• Good cultural awareness and sensitivity
• Highly approachable, trustworthy and confidential
- Good English Language level – both written and spoken
- Knowledge of the NGO operations and the dynamics of the humanitarian sector is a plus
- IT skills
- Good negotiation skills in the field
- High degree of service mindedness

Languages Skills: X English □ Arabic □ French Other:

Computer Skills:

Other Skills:

SALARY
Basic Salary Range:
Other benefits include:

□ Accommodation □ Health Insurance □ Return Ticket □ Bonus
□ Laptop □ Mobile Phone □ Children’s Education □ Transportation
□ Lebanese NSSF □ None

WORKING DAYS:

WORKING HOURS:

How to Apply

Interested candidates may send their resume and cover letter by email to: Dr. Maryam Ghandour (mg03@aub.edu.lb) specifying the reference number: 050514-8

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ALL STUDENTS AND AUB GRADUATES SHOULD ATTACH THEIR UPDATED RESUME AND COVER LETTER WITH EVERY JOB APPLICATION; OTHERWISE, YOUR EMAIL WILL BE DISREGARDED.

For further information, please do not hesitate to contact:

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