

Job Description



1. Job Details:

Job Title:	Procurement Specialist	Reports to:	Operations Manager
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2. Job Purpose:

To manage the purchasing of quality goods and services and ensure that QNL needs are met on time and at a fair and reasonable cost.

3. Job Dimensions: Key facts and figures which give an indication of the scope and scale of the job.

Accountability for annual operating budget / project budget / sales revenue:					
Nature of financial accountability: Remote			Magnitude of financial accountability: n/a		
# staff supervised:	0	# direct reports:	0	# contractors/others:	0

4. Key Result Areas:

KEY RESULT AREAS

- Provide procurement training, guidance and support to departments and advise on procurement policies & procedures
- Recommend new or revised purchasing procedures in line with existing QF policies & procedures
- Receive and review requisitions and specifications to ensure completeness and accuracy
- Determine vendor sources and obtain product information to ensure that specifications are met; Advise on alternative products and recommend substitutes as appropriate
- Prepare formal invitations for bids and requests for quotations
- Secure bids and proposals from vendors; analyze for content and price, negotiate contract terms, select vendors, and award contracts in accordance with authorized approval levels
- Liaise with suppliers to gather information regarding delivery of goods and services, resolve any issues, and ensure contract compliance
- Prepare technical letters, memos, reports, and other documents related to area of responsibility
- Manage warehousing & logistics and coordinate with QNL department focal points
- Work closely with QNL finance department to ensure bills are paid on time
- Help users sign up to receive solicitations and requests for quotations
- Provide accurate and complete information in a courteous, efficient, and timely manner to QF employees and representatives of external agencies and suppliers in order to ensure exemplary customer service
- Other tasks as assigned

5. Operating Environment, Framework & Boundaries:

Work is in a multicultural office and library environment. Must adhere to all applicable QF and Library Policies & Procedures and must ensure that all policies and procedures comply with global standards and best practices. Must comply with QF health, safety, security, and environment policies, procedures, legal regulations and objectives applicable to areas of responsibility to ensure that work is performed in a safe, healthy and environmentally-sound manner.

6. Communications and Working Relationships:

- Supervisor – regular contact to receive work assignments and guidance and to provide progress reports
- Management – regular contact to provide periodic procurement reports
- Staff - contact as needed to provide support
- QF Procurement – contact as needed to exchange information

Procurement Specialist

- All suppliers – regular contact to ensure timely fulfillment of orders

7. Problem Solving & Complexity:

- Evaluates different options when solving problems
- Refrains from drawing conclusions in the absence of clear evidence, takes time to collect facts before developing a solution
- Considers the medium term as well as immediate short-term impact of outcomes and actions
- Demonstrates an awareness of the impact of preferred solution on other projects/ related problems

8. Decision-Making Authority & Responsibility:

- Accepts responsibility / accountability for own decisions and explains the rationale
- Reviews available information in conjunction with interested parties and arrives at decisions by consensus judging degree of consultation needed to ensure commitment
- Remains calm and resourceful when making difficult decisions, basing them on facts
- Ensures decisions are taken by self and group after reviewing available information while exhibiting reasonable foresight

9. Minimum Knowledge, Skills & Experience:

- Bachelor's degree in Business or a related field; Master's degree in Business Administration (MBA), Procurement, or Contract Management preferred
- 6-8 years of experience as a buyer; 1-2 years of experience in a library environment preferred
- Strong interpersonal communication and presentation skills in both oral and written English and Arabic (Native speakers of Arabic are required to have high IELTS or TOFEL scores).
- Ability to multi-task and work under pressure in a quickly changing environment with short deadlines
- Proficiency in MS Office applications