



University of Kurdistan Hewlêr

زانكۆی كوردستان ههولێر

Vacancy Announcement

Procurement Assistant

The University of Kurdistan Hewlêr is a leading University in the Kurdistan region – Iraq and we are at an exciting stage in our development. The Procurement Unit is making a significant investment in new positions to support its strategic development over the next five years.

Under the line management of the Procurement Unit Supervisor, the position holder is responsible for providing assistance and the effective delivery of procurement services. The Procurement Assistant promotes a collaborative, customer-focused, quality, and result-oriented approach in the Department.

VACANCY TITLE:	Procurement Assistant
VACANCIES AVAILABLE:	One
UNIT:	Procurement Unit
JOB FAMILY:	Administration
TYPE OF CONTRACT:	FTE 1.0
HOURS OF WORK:	40 Hours/Week (Normally 08:30 AM – 4:30 PM, Sunday – Thursday)
PLACE OF WORK:	University of Kurdistan Hewlêr
REPORTING TO:	Procurement Unit Supervisor
APPOINTMENT DURATION:	Six Months (non-renewable)
PROBATION PERIOD:	One Month
APPLICATION DEADLINE:	Application is open until the position is filled
JD VERSION:	220125

DUTIES AND RESPONSIBILITIES

The Procurement Assistant, in consultation with the line manager, will:

- Ensure full compliance of procurement activities with the University's rules and regulations, policies, and strategies.
- Assist in procurement data entry.
- Make sure that the relevant documents and records are well-managed and up to date.
- Work closely with senior procurement staff members to learn more and provide effective assistance.
- Implement procurement and sourcing strategies.
- Assist in discovering profitable suppliers and in initiating business and organisation partnerships as required.
- Assist in preparing reports related to procurement as required.
- Assist in evaluating the quality and appropriateness of supplies and equipment; and in conducting cost/quality comparisons.



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- Perform administrative duties and other functions that help streamline the daily operations of the Unit.
- Prepare stationary requirements, reports, and requests accordingly.
- Undertake any other reasonable duties commensurate with the nature of the post and as requested by the line manager.

PERSON SPECIFICATIONS

The Procurement Assistant should have the following skills and competencies:

- A Diploma in Accounting, Finance, Business Administration and Management or any other relevant discipline with a minimum of 1 year of relevant experience. OR;
- Bachelor's degree in Accounting, Finance, Business Administration, and Management or any other relevant discipline.
- Knowledge of purchasing methods and procedures.
- Knowledge of record-keeping methods and procedures applicable to purchasing, as well as knowledge of the application of bookkeeping principles and methods to the keeping of procurement records.
- Good interpersonal skills, professional speaking, and writing skills.
- Ability to communicate well in the English language.
- Problem-solving skills.
- Well-organised personality.
- Ability to follow instructions and multitask at times.
- Good learning, computer, and administrative skills and abilities.
- Teamwork skills.
- Good time management skills.
- Ability to work quickly.
- Ability to deal with sensitive information with discretion and to maintain confidentiality at all times.

HOW TO APPLY

- Interested applicants are requested to email their Application Form, CV, and Personal Statement to jobs@ukh.edu.krd by indicating the Vacancy Title: Procurement Assistant and inserting the most recent passport-size photo in the area provided on the application form.
- Only complete applications: Application Form (with the most recent photo), Personal Statement, and CV will be considered.
- The size of the photo must be 45mm x 35mm with no less than 150 pixels for the quality.
- Any application that does not specify the vacancy applied for will not be considered.
- An Application Form is available at Current Vacancies on the University website (<http://www.ukh.edu.krd>).
- Only short-listed candidates will be contacted for an interview.