



University of Kurdistan Hewlêr
زانگۆی کوردستان ههولێر

Vacancy Announcement
Procurement Associate

The University of Kurdistan Hewlêr, a premier institution in the Kurdistan region of Iraq, is undergoing a significant phase of development. As part of our strategic growth, the Procurement Unit is expanding its team to enhance operational efficiency and support the University's long-term objectives.

Under the direct supervision of the Procurement Unit Supervisor, the Procurement Associate will play a pivotal role in ensuring efficient and effective procurement operations. This role emphasises a collaborative, customer-centric, quality-driven, and results-oriented approach within the Unit.

VACANCY TITLE:	Procurement Associate
VACANCIES AVAILABLE:	One
UNIT:	Procurement Unit
JOB FAMILY:	Administration
TYPE OF CONTRACT:	FTE 1.0
HOURS OF WORK:	40 Hours/Week (Typically 08:30 AM – 4:30 PM, Sunday – Thursday)
PLACE OF WORK:	University Of Kurdistan Hewlêr
REPORTING TO:	Procurement Unit Supervisor
APPOINTMENT DURATION:	Three Years
PROBATION PERIOD:	Six Months
APPLICATION DEADLINE:	Application is open until the position is filled
JD VERSION:	110325



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DUTIES AND RESPONSIBILITIES

The Procurement Associate, in collaboration with the Procurement Unit Supervisor, will:

- Ensure procurement activities are fully compliant with University policies, regulations, and strategic objectives.
- Facilitate accurate procurement data entry and maintain up-to-date documentation and records.
- Support senior procurement staff in various tasks to enhance learning and effective assistance.
- Implement and execute procurement and sourcing strategies.
- Identify and establish relationships with profitable suppliers and business partners as required.
- Prepare and present procurement-related reports.
- Assess the quality and suitability of supplies and equipment, conducting cost/quality comparisons.
- Perform administrative tasks to streamline daily operations within the Procurement Unit.
- Manage stationery requirements, reports, and other related requests.
- Be involved in the supplier evaluation process as directed by the line manager.
- Follow-up supplier payments and cash handling procedures.
- Implement online and/or regular market visits to evaluate, and purchase products and price comparisons.
- Collaborate with the procurement unit and the committee members.
- Write minutes of relevant meetings.
- Prepare spreadsheet price comparison of commercial offers.
- Prepare purchase orders.
- Undertake additional duties as deemed appropriate by the line manager.

PERSON SPECIFICATIONS

The ideal candidate for the Procurement Associate position should possess the following qualifications and competencies:

- A Diploma in Finance, Business Administration, Management, or a related field with at least 2 years of relevant experience, or a Bachelor's degree in a relevant discipline.
- Proficiency in procurement methodologies and procedures.
- Good knowledge of the use of SAP system or similar software.
- Knowledge of record-keeping techniques and bookkeeping principles applicable to procurement.
- Strong interpersonal, verbal, and written communication skills.
- Proficiency in the English and Kurdish languages.



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- Excellent problem-solving abilities.
 - Strong organisational skills and attention to detail.
 - Ability to follow instructions and manage multiple tasks simultaneously.
 - Competence in spreadsheet & computer skills, and administrative capabilities.
 - Effective teamwork skills.
 - Good time management skills.
 - Ability to handle sensitive information discreetly and maintain confidentiality.
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HOW TO APPLY

- Interested candidates are invited to send their Application Form, CV, and Personal Statement to jobs@ukh.edu.krd. Please specify the Vacancy Title: Procurement Associate and include a recent passport-sized photo in the designated area on the application form.
 - Only complete applications (Application Form with a photo, Personal Statement, and CV) will be considered.
 - The photo must be 45mm x 35mm with no less than 150 pixels for quality.
 - Applications that do not specify the vacancy title will not be considered.
 - The Application Form is available under Vacancies on the University website (<http://www.ukh.edu.krd>).
 - Only shortlisted candidates will be contacted for an interview.
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