



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.

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

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**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](mailto: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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