



University of Kurdistan Hewlêr

زانکۆی کوردستان ههولێر

Vacancy Announcement
Procurement & Warehouse Controller

Job Purpose

The Procurement & Warehouse Controller supports procurement activities and helps maintain effective control over University inventory. The role coordinates with suppliers, requesting departments, and warehouse staff to ensure that goods are properly received, documented, recorded, stored, issued, and reconciled with SAP records.

Vacancy Title:	Procurement & Warehouse Controller
Vacancies Available:	One
Unit:	Procurement
Job Family:	Administration
Type of Contract:	Full-time (FTE 1.0)
Hours of Work:	40 Hours/Week (08:30 AM – 04:30 PM, Sunday - Thursday)
Place of Work:	UKH Main Campus
Reporting To:	Financial Controller
Appointment Duration:	One Year
Probation Period:	Three Months
Application Deadline:	Open until the position is filled.
JD Version:	080926



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Duties and Responsibilities

The Procurement & Warehouse Controller will perform the following:

- Support approved local sourcing activities, obtain quotations, and coordinate with suppliers in accordance with University procurement requirements.
- Coordinate with requesting departments to clarify specifications, quantities, delivery requirements, and timelines.
- Maintain appropriate procurement documentation, including requests, quotations, approvals, purchase orders, and supplier correspondence.
- Coordinate with warehouse staff to ensure goods received are checked against approved purchase orders, delivery documents, quantities, specifications, and condition.
- Ensure inventory receipts, issues, transfers, returns, and other stock movements are accurately and promptly recorded in SAP with appropriate supporting documentation.
- Verify approved material requests and process authorised goods issues in SAP.
- Monitor inventory across University locations and reconcile physical stock with SAP records.
- Coordinate quarterly and annual physical inventory counts and follow up on identified discrepancies.
- Monitor and report shortages, damaged, expired, slow-moving, obsolete, surplus, and high-value inventory.
- Coordinate with Finance and Accounts Payable to provide receiving documentation required for supplier invoice processing.
- Maintain complete and organised procurement and inventory records and support internal and external audit requirements.

Person Specifications

Qualifications & Experience

- Bachelor's degree in Procurement, Supply Chain Management, Business Administration, Accounting, or a related field.
- Minimum three years of relevant experience in procurement, warehousing, inventory control, or a related area.
- Practical experience with SAP or a comparable ERP/inventory management system.
- Good understanding of procurement processes, goods receipt, inventory management, stock reconciliation, and documentation.



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Core Competencies

- Strong attention to detail and organisational skills.
- Good analytical and problem-solving abilities.
- Strong communication and coordination skills.
- Ability to work effectively with suppliers, warehouse staff, requesting departments, and Finance.
- Ability to investigate inventory discrepancies and maintain accurate records.
- Integrity, accountability, and sound professional judgment.
- Ability to manage priorities and meet deadlines.

How to Apply

- Interested applicants are requested to email their Application Form, CV, and Personal Statement to jobs@ukh.edu.krd by indicating the specific Vacancy Title: Procurement & Warehouse Controller 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 quality.
- Any application that does not specify the vacancy applied for will not be considered.
- An Application Form is available at 'Vacancies' on the University website (<http://www.ukh.edu.krd>) or click [here](#) to download it.
- Only short-listed candidates will be contacted for an interview.

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