University of Kurdistan Hewlêr
زانکۆی کوردستان هەولێر

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 Financial Controller, the Procurement Associate will play a pivotal role in ensuring efficient and effective procurement operations. This role emphasizes 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
HOURS OF WORK:	40 Hours/Week
PLACE OF WORK:	University of Kurdistan Hewlêr
REPORTING TO:	Financial Controller
APPOINTMENT DURATION:	One Year
PROBATION PERIOD:	Three Months
APPLICATION DEADLINE:	Application is open until the position is filled
JD VERSION:	101126

DUTIES AND RESPONSIBILITIES

The Procurement Associate, in collaboration with the line manager, will:

- Ensure all procurement activities comply with university policies, regulations, procedures, and strategic objectives.
- Support the implementation of procurement and sourcing strategies in coordination with the line manager.
- Identify, source, and establish relationships with suitable suppliers and business partners to ensure value for money.

- Collect and obtain supplier quotations in accordance with the University's Procurement Policy.
- Assess the quality, suitability, and specifications of supplies and equipment, conducting cost and quality comparisons.
- Prepare spreadsheet-based price comparisons and commercial evaluations of supplier quotations.
- Manage vendor registration, verification, and master data maintenance in the SAP system, including reviewing supporting documentation, maintaining an accurate vendor database, and preparing purchase orders following the required approvals.
- Handle procurement advances in accordance with university procedures, ensuring proper documentation, supporting receipts, and timely settlement.
- Maintain an advance tracking register and monitor outstanding advances, settlement deadlines, and supporting documentation.
- Coordinate with the Finance Department to reconcile procurement advances and related transactions monthly, investigate discrepancies, and follow up on outstanding balances until settlement.
- Ensure all procurement-related cash handling activities are properly documented and conducted in accordance with university procedures.
- Conduct online market search and physical market visits to identify potential suppliers, evaluate products, obtain quotations, and assess market prices.
- Maintain accurate and up-to-date procurement documentation, including supplier communications, quotations, purchase orders, delivery records, and other relevant transactions.
- Monitor supplier performance, delivery timelines, product quality, and compliance with agreed terms and conditions.
- Prepare procurement-related reports, manage stationery and departmental requests, perform administrative duties, and collaborate with the Procurement Unit, Finance Department, requesting departments, and relevant committees.
- Undertake additional duties and responsibilities 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 working knowledge of the use of the 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.
- 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.

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.