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**Job Description**

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| **Position:** | Procurement Assistant |
| **Reports to:** | Supply Chain and Logistic Manager |
| **Location:** | Anbar, A’na district / Baghdad |
| **Duration:** | 01 November 2020 – 31 May 2021 |
| **Start date:** | 01 November 2020 |
| **Deadline for Submission** | 22 October 2020 |

1. **Overview**

**Background;**

OROKOM has been operating in Iraq since 2009, to respond to the needs of the most vulnerable people affected by ongoing conflict in Iraq. OROKOM has a country office in Baghdad, and area offices in Wassit, Anbar and Basra. OROKOM national program strategy for 2018-2020 is to empower the communities in all governorates of Iraq and assist the vulnerable and affected groups to re-integrate with the community through focusing on Education, Agriculture, Income Generation, WASH and shelter interventions, Security Sector and Social Cohesion and social assistance. OROKOM’s target population will be new underserved communities and locations, with a focus on IDPs returning to destroyed and disrupted communities unable to reintegrate due to insecurity and responding to short-term displacement as a result of localized conflict and asymmetric attacks.

**Purpose of the Role:**

The purpose of the Procurement Assistant position is to implement day to day support functions, and implementation of the OROKOM procurement policies and procedures. The main duty of Procurement Assistant is to support the adherence to OROKOM policies, handbooks, guidelines and donor requirements. Procurement Assistant will be reporting to Procurement Officer.  The position will be based in Anbar Area Office.

**Responsibilities**

* **Key Responsibilities**
* Verifies purchase requisitions by comparing items requested; clarifying unclear items; recommending alternatives.
* Prepares purchase orders by verifying specifications and price; obtaining recommendations from suppliers for substitute items; obtaining approval from requisitioning department.
* Obtains purchased items by forwarding orders to suppliers; monitoring and expediting orders.
* Verifies and Prepare (Goods Receive Notes) GRN for receipt of items by comparing items received to items ordered; resolves shipments in error with suppliers.
* Preparing documents for payment for purchases by forwarding receiving documentation.
* Keeps information accessible by sorting and filing documents.
* Ensure that all payment invoices are reviewed and signed by the relevant staff and submitted to the finance department, recorded in the register book, and that finance signs a confirmation of receipt.
* Other duties as assigned

**Qualifications**

* **Job and person specifications**
* A university degree in Engineering, Management Logistics or Supply Chain Management or Equivalent
* At least (1) one year of experience working in procurement in a humanitarian/recovery context.
* Full knowledge and skills using MS Excel, Word and Outlook.
* Have the ability to prioritize responsibilities, carry out multiple tasks simultaneously, and able to meet deadlines.
* Good in spoken and written English and Arabic is a must.
* Knowledge of humanitarian principles and code of conduct is desired.
* Knowledge and experience of working in procurement field
* Managing resources to optimize results
* Computer skills in Word, Outlook and Excel.
* Strong organizational skills.
* Good communication skills and ability to work as part of a team.
* Able to work independently and energetically.

**Notes:**

* The post will be for (7) seven months contract duration with possibility of extension- subject to funds and satisfactory performance.
* Duty Station:  Anbar, A’na district / Iraq
* Female candidates are strongly encouraged to apply
* Attach your updated CV in English (recommended length 1-4 pages)
* Only short-listed candidates will be contacted.
* The completed CV should be sent no later than 22 October 2020 and to the following emails

[hr@orokom.org](mailto:hr@orokom.org)

[director@orokom.org](mailto:director@orokom.org)

- This position has been advertised on the following website and social media: <https://orokom.org/> and <https://www.facebook.com/Orokom.iq/>