

We're looking for:

Position Title	Officer – Procurement
Department	Procurement General Services
Job Code	HR-03-2022

Job Description

To execute the full, procure-to-pay process for all purchasing activities in order to ensure that the operational requirements of all divisions/departments at Sorbonne-University, Abu Dhabi (SUAD) are met, in line with Procurement policies and procedures and cost efficient for SUAD.

Key responsibilities:

- Check the purchase requisition requirements submitted by divisions/departments for the needed specifications and preferred/suggested supplier(s) if any, to identify that the request is complete
- Maintain and follow-up on purchase requisitions on Oracle system as per the workflow
- Raise a request for quotation and send it to preferred suppliers in a timely manner
- Receive the quotations of different suppliers and prepare quotation comparison analysis with emphasis on price, quality, delivery period and terms of payment
- Issue a purchase order for the approved/selected offer in order to submit for the supplier's request
- Follow the correct procedures for logging Procurement information accurately onto the system in order to maintain a high level of quality and so that recording is accurate and up-to-date at all times.
- Ensure delivery of purchased items as per the purchase order
- Ensure the preparation, processing and compilation of RFQs in order to invite suppliers to submit quotations in line with SUAD's requirements
- Review invoices to ensure that they are in line with contractual agreements and submit to the Finance department.
- Manage and coordinate the Petty Cash expenses for the department by liaising with the Finance department on a monthly basis.
- Conduct the full Procurement cycle for all travel and ticket purchases required by SUAD, ensuring competitive prices
- Establish, foster and maintain productive relationships with suppliers and follow-up with them in order to ensure timely order receipt and complaint resolution
- Contribute to the sourcing of new suppliers in order to expand SUAD's preferred supplier database and update supplier background and credentials, including trade license validity, new business or activity etc., to ensure supplier database is timely and comprehensively updated with required background information
- Keep abreast of market information about suppliers and dealers in order to ensure the best parties are contacted for critical requirements and to continually add new qualified parties to the suppliers list
- Generate statements and reports timely and accurately to meet SUAD's requirements, policies and standards
- Follow department policies, processes, standard operating procedures and instructions so that work is carried out in a controlled and consistent manner

We're looking for:

- Perform other related duties or assignments as directed by the Line Manager
- Check the purchase requisition requirements submitted by divisions/departments for the needed specifications and preferred/suggested supplier(s) if any, to identify that the request is complete.
- Maintain and follow-up on purchase requisitions on Oracle system as per the workflow.
- Raise a request for quotation and send it to preferred suppliers in a timely manner.
- Receive the quotations of different suppliers and prepare quotation comparison analysis with emphasis on price, quality, delivery period and terms of payment.
- Issue a purchase order for the approved/selected offer in order to submit for the supplier's request.
- Follow the correct procedures for logging Procurement information accurately onto the system in order to maintain a high level of quality and so that recording is accurate and up to date at all times.
- Ensure delivery of purchased items as per the purchase order.
- Conduct the full Procurement cycle for all travel and ticket purchases required by SUAD, ensuring competitive prices.
- Ensure the preparation, processing and compilation of RFPs in order to invite suppliers to submit proposals in line with SUAD's requirements.
- Participate in bid evaluation in response to RFPs and make recommendations to the division/department based on commercial and technical factors.
- Assist the requesting division/department in negotiating and agreeing contracts to ensure the best rate is negotiated.
- Finalize awarding contracts, including input from Legal, Finance and other required divisions/departments to ensure contracts are prepared accurately and meet the Procurement standards.
- Liaise with the Legal department in order to manage and close contracts with external service providers to ensure compliance to the agreed service levels.
- Establish, foster and maintain productive relationships with suppliers and follow-up with them in order to ensure timely order receipt and complaint resolution.
- Contribute to the sourcing of new suppliers in order to expand SUAD's preferred supplier database and update supplier background and credentials, including trade license validity, new business or activity etc., to ensure supplier database is timely and comprehensively updated with required background information.
- Keep abreast of market information about suppliers and dealers in order to ensure the best parties are contacted for critical requirements and to continually add new qualified parties to the suppliers list.
- Generate statements and reports timely and accurately to meet SUAD's requirements, policies and standards.
- Follow department policies, processes, standard operating procedures and instructions so that work is carried out in a controlled and consistent manner.
- Perform other related duties or assignments as directed by the Line Manager.

Profile (Minimum Qualifications, Minimum Experience, Job Specific Skills)

Minimum Qualifications:

- Bachelor's degree.

Minimum Experience:

- 3 to 5 years Procurement experience, preferably in the Higher Education sector.

Job-Specific Skills:

- Knowledge of standard concepts, practices, and procedures within Procurement.
- Knowledge of purchase requisitions, request for proposals, request for quotations and the workflow of each.
- Contract management knowledge.
- Analytical skills.
- Negotiation skills.
- Interpersonal skills.
- Knowledge of Oracle application.
- Knowledge of accounting.
- Languages: English is mandatory; Arabic is an advantage Candidates are requested to share a portfolio of their previous work with their application to this role.

Conditions

NA

Grade

6

Package Details

TBC

How to apply

<http://www.sorbonne.ae/vacancies/>

Application to be sent by

31st Jan 2022