



VACANCY

LOGISTICS AND PROCUREMENT OFFICER

Position Title: Logistics and Procurement Officer

Location: Amuda (NES)

Period: 3 months with possibility of renewal

Closing date of the vacancy: 11 July 2021

Starting date: ASAP

CONTEXT PRESENTATION: Un Ponte Per (UPP) is a voluntary association founded in 1991, immediately after the bombing of Iraq, which promotes solidarity initiatives for Iraqis who suffered during the war. Un Ponte Per works in Iraq, Syria, Jordan, Lebanon, Palestine, Serbia and Kosovo alongside civil society organisations. In Italy, it promotes peace and disarmament, defends the common goods, and welcomes refugees and migrants. The aim of UPP is the prevention of new conflicts, particularly in the Middle East. This is achieved through advocacy campaigns, programs which educate and encourage cultural exchange, collaborative projects and peaceful civil interventions.

For further information please refer to our website: www.unponteper.it/en/

ROLE AND RESPONSIBILITIES

Un Ponte Per is looking for one Logistics and Procurement Officer that will be responsible of the following major tasks:

- Prepare documents related to procurements following the indications of PMs and Logistics Manager, coordinating with logistic department in NES mission, respecting Un Ponte Per and donors procedures;
- Oversee bidding processes, solicit bids, quotations and tender documents, participate in evaluation and selection of suppliers. Support all procurement transactions and analyze them for conformity with specified requirements. Prepare purchase orders and ensure authorization by the relevant staff.
- Assist in the preparation of technical aspects of the procurements and in the evaluation, when requested.
- Field Support in defining procurement needs and requirements in coordination with project and logistics staff;
- Analyze procurement request and evaluate vendor performance in terms of quality, prices and delivery;
- Ensure compliance revision of all Logistics documentation upholding donor and Un Ponte Per minimum standards;
- Support the Logistics Manager in implementing communication streamflow between logistics and administration department, as well as with programme department;
- Support the Logistics Manager in ensure correct implementation of supply chain (medical and non-medical), inventorying and stock management;
- Support the Logistics Manager in proper filing and archiving of all the relevant documentation

ESSENTIAL REQUIREMENTS

- University degree in Business Administration / Management or equivalent working experience
- At least 1 years professional work experience in humanitarian programs, preferably in Logistics position
- Excellent capacity to work in team
- Excellent organizational skills with the ability to coordinate activities
- Excellent literacy, numeracy and IT skills including Excel

Un Ponte Per| UPP – Associazione Non-Governativa di Volontariato per la Solidarietà Internazionale

Sede Nazionale: Via Angelo Poliziano 18-20-22, 00184 Roma - Italia

tel. (+39) 06 44 70 2906 - fax: (+39) 06 44 70 3172 - e-mail: info@unponteper.it - web site: www.unponteper.it

ONLUS: Iscritta alla Anagrafe delle Onlus AGEDRLAZ Prot. n° 0022455 del 27/03/2015 - ONG: Iscritta all'Elenco AICS Decreto n° 2016/337/000281/5
Partita Iva 04734481007 - Codice Fiscale 96232290583

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- Excellent knowledge of English
- Ability to demonstrate initiative, be proactive and offer a solution-oriented approach
- Determined and committed to high quality standards
- Ability to establish effective working relationships at all levels internally and externally
- Excellent communication and interpersonal skills
- Ability to prioritize work, meet deadlines and work calmly under pressure in stressful environments, while maintaining flexibility and professional approach

DESIRABLE REQUIREMENTS:

- Experience in main donors funded project (EU, UN, USAID, AICS etc.).
- Understanding of logistic and procurement procedure, including essential steps of procurement activities
- Experience in Emergency projects management.
- Knowledge of the Middle East context and relevant local actors.
- Knowledge of Arabic or Italian is an asset.

Ethical Conduct

*UPP upholds all the minimum standards in terms of Ethical Conduct and strives to increase its standards over the minimum. **Zero tolerance** is reserved to Sexual Abuse and Exploitation and to Child Abuse, Violence, Harm, Injury and Negligence. By applying, any candidate assures that s/he has never breached any standard in terms of SEA and Child Safeguarding and the s/he won't in the future. For the protection of beneficiaries, communities and partners, UPP will conduct extensive reference check and vetting on shortlisted candidates, also over the contacts indicated by the candidate. Candidates are alerted that the required background check might compromise their privacy. Shortlisted candidates shall promptly provide an up-to-date criminal background check.*

HOW TO APPLY: Interested candidates are invited to submit a detailed CV, a brief cover letter to address the requirements above and contact information for two professional references to: **vacancy@unponteper.it** . Please reference "**Logistics Officer - Name Surname**" in the subject line of your email application. Please apply with just one email. In case you are interested in more than one position, please indicate your preferred order. Only shortlisted candidates will be contacted. Due to the urgency of this position Un Ponte Per reserves the right to screen applications on a rolling basis.

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