

## **THE LEBANESE ASSOCIATION OF THE KNIGHTS OF MALTA/ ORDER OF MALTA LEBANON, HAS A VACANCY FOR A PROCUREMENT OFFICER**

The Order of Malta Lebanon has been operating in the health and social welfare sectors since 1957. It manages a network of 30 projects serving the most vulnerable populations, across the Lebanese territory including primary healthcare centers, mobile medical units, elderly day care centers, hosting centers for the differently-abled and projects for the displaced and refugees. The Order of Malta Lebanon, with the support of its partner Malteser International (MI), has developed a comprehensive multi-annual program to strengthen its social and health services as well as its structures.

In this framework, the Lebanese Association of the Knights of Malta / Order of Malta Lebanon is looking for an experienced

### **PROCUREMENT OFFICER**

#### **DUTIES & RESPONSABILITIES**

The procurement officer will oversee purchases and develop new contracts. In this position, the procurement officer plays a key role in procuring high-quality and cost-efficient supplies. Implement and follow procurement guidelines and procedures, maintain an updated list of current and incoming inventory. be responsible for approving purchases.

Specifically, the procurement officer will:

- Review and document current procurement policies and procedures.
- Implement procurement policies and procedures according to donor guidelines.
- Preparing plans for the purchase of equipment, services, and supplies.
- Develop technical specifications of materials to procure.
- Maintain and update supplier information such as qualifications, delivery time, product range, after sales services, etc.
- Implement a procedure for supplier performance evaluation.
- Supervise Purchase Orders and logistics up to full delivery to site or main warehouse.
- Review, compare, analyses and recommend products and services to be purchased.
- Manage inventories and maintain accurate purchase and pricing records.
- Research and evaluate prospective suppliers.
- Review budgets, control costs, perform cost analysis and reports.
- Report to management and provide decision support through comparative analysis.

## QUALIFICATIONS

- Bachelor's degree in business administration or other related area.
- Minimum 8 years proven procurement officer experience.
- Solid knowledge and understanding of procurement process, policy and systems.
- Ability to negotiate, establish and administer contracts.
- Ability to multitask, prioritize and manage time efficiently.
- Strong communication and negotiation skills.
- Proven accuracy and attention to details.
- Ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.
- Fully computer literate (Microsoft Office.....), ability to implement new software packages.
- Fluency in English (written and spoken); French/Arabic

## CONDITIONS

- Start Date: **as soon as possible**, but no later than **OCTOBER 01, 2020**
- Duty Station: **Beirut, Lebanon** with very frequent visits to program/project areas
- Duration of contract: **12 months (extendable)**

IF YOU ARE INTERESTED IN THIS POSITION, PLEASE SEND YOUR CV,  
MOTIVATION LETTER AND COPIES OF YOUR DIPLOMAS,  
BY **SEPTEMBER 21, 2020**  
TO **[RECRUTEMENT@ORDREDEMALTELIBAN.ORG](mailto:RECRUTEMENT@ORDREDEMALTELIBAN.ORG)**  
SPECIFY THE POSITION IN THE SUBJECT.

*\*Only short-listed candidates will be contacted.*