



JOB DESCRIPTION

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| POSITION TITLE | Procurement Assistant |
| REPORTING TO | Procurement Coordinator |
| DUTY STATION | Ampara |
| CONTRACT TYPE | Short Term |
| CONTRACT DURATION | From joining till 31 st Dec 2024 (Extendable subject to performance and Organizational need) |

PURPOSE

Islamic Relief Worldwide is an International Humanitarian and Development agency dedicated to alleviating the poverty and suffering of the world's poorest people. Islamic Relief initiated its Sri Lanka operation since the year 2005 to alleviate the poverty of the needy and vulnerable people

The office reinforces implementing g structure to enable vulnerable people and their communities to develop themselves sustainably and ensures that the organization is prepared to respond promptly and effectively to humanitarian crises and development needs.

JOB PURPOSE

Procurement Assistant is to provide support in procurement activities coordination to ensure efficient supply chain management. This role plays a critical part in procuring goods and services, managing inventory, and facilitating the smooth flow of materials and resources.

KEY ACCOUNTABILITIES

Job holder work with internal stakeholders (staff members) and external stakeholders as per guidance from line manager.

KEY ROLES/RESPONSIBILITIES AND ACCOUNTABILITIES

1. Procurement Support

- Assist in sourcing and selecting suppliers, obtaining quotations, and evaluating proposals.
- Assist in the preparation of purchase orders, ensuring accuracy and compliance with procurement policies and procedures.
- Collaborate with internal stakeholders to identify procurement needs and requirements.
- Support vendor management activities, including maintaining supplier databases, monitoring performance, and resolving supplier issues.
- Assist in tracking and maintaining records of procurement activities, such as purchase orders, contracts, and delivery schedules.
- Manage and coordinate procurement-related payments, including supplier invoices, purchase orders, and expense reimbursements.
- Review payment requests, ensuring accuracy and adherence to procurement policies and financial guidelines.

- Coordinate with finance or accounting departments to initiate payment processes, obtain necessary approvals, and track payment status.
- Maintain accurate payment records and reconcile invoices with procurement contracts or purchase orders.
- Review procurement documents, such as contracts, agreements, and purchase orders, for accuracy, completeness, and compliance with company policies and legal requirements.
- Verify pricing, terms and conditions, delivery schedules, and other relevant details against procurement requests.
- Collaborate with internal stakeholders and suppliers to address any discrepancies, negotiate revisions, or resolve issues.
- Develop and maintain checklists and templates for procurement processes, ensuring they encompass all necessary steps, documentation, and approvals.
- Working on AX and Rich Client system.

2. Communication and Collaboration

- Liaise with procurement and logistics team, finance department, and suppliers to gather information, address inquiries, and resolve issues related to payments and document review.
- Collaborate with cross-functional teams to ensure alignment between procurement requirements, payment processes, and document review procedures.
- Communicate and reinforce procurement policies, procedures, and compliance guidelines to internal stakeholders.

PERSON SPECIFICATION

It is essential that the post holder shows a good understanding and sympathy with the organizational values & principles, vision and mission as well as commitment to its PSEAH (preventing sexual exploitation abuse and harassment) protocols. IR has a zero-tolerance policy towards PSEAH and don't support any action that promotes or encourages PSEAH.

Education & Experience: Bachelor's Degree or 1years UGC recognized diploma or Advance level with 2 years relevant discipline experience in similar capacity in NGO setup.

Language: Tamil (Must) and Sinhala/ English languages

Desirable: Empathy, Good communication skills, Ability to work in a multicultural environment, analytical skills, Teamwork/working with people, Drive for results Learning Elements.

Computer Skills: MS Office and Outlook familiarity

HOW TO APPLY? Please fill up the application form on https://topjobs.lk/demo/2023/OCT/Application_Form.docx & email to HR@islamic-relief.lk mentioning position title as **subject of the email**. **Last date to apply is 18th August 2024. Applications will only be accepted on prescribed job application form.**