



## VACANCY ANNOUNCEMENT

<b>Job Title:</b>	Procurement officer		
<b>Organization</b>	CESVI		
<b>Duty Station:</b>	Mogadishu with frequent travel in Beletweine and Galkacyo)		
<b>Duration:</b>	5 months (1 month probation)	<b>Need from:</b>	1-Aug-18
<b>No. of Post:</b>	1		
<b>Announcing Date:</b>	29-Jun-18	<b>Closing Date:</b>	15-Jul-18
<b>2.1 Main Responsibilities:</b>			
<ul style="list-style-type: none"> <li>• Assisting the area manager and logistic officers in the procurement               <ul style="list-style-type: none"> <li>a. Update the catalogue and price list every three months for each bases in Somalia;</li> <li>b. Draw up a planning of the monthly purchases (Procurement system tool);</li> <li>c. Assist the Area Manager/PM in the implementation of purchase orders according to CESVI procedures;</li> <li>d. Collect quotations, invoice and guarantee the proper storage of all relevant documents to trace order history and their status;</li> <li>e. Keep update the Supplier Database;</li> </ul> </li> <li>• Manage the Logistic:               <ul style="list-style-type: none"> <li>a. Check the supplies status;</li> <li>b. Receive the supplies ordered and keep their follow-up up to date;</li> <li>d. Follow up the suppliers delivery and keep track record in the files (delivery note, good received note, etc..)</li> <li>e. Follow the customs clearance of international freights.</li> <li>f. In collaboration with the logistics update and check the assets allocation and lists.</li> </ul> </li> </ul>			
<b>2.2 Reporting Responsibilities</b>			
<ul style="list-style-type: none"> <li>- Monthly procurement report (Procurement System Tool);</li> <li>- Assets List;</li> <li>- Update Supplier Database.</li> </ul>			
<b>2.3 Qualifications</b>			
- University educated in relevant field;			
<b>2.4 Skills &amp; Experience</b>			
<b>ESSENTIAL</b>	<ul style="list-style-type: none"> <li>- At least 5 years of experience in a similar role;</li> <li>- Fluency in both English and Somali is required</li> </ul>		
<b>PREFERRED</b>	- 2/3 weeks training in Nairobi office		
<b>2.5 Submission Guidelines</b>			
<p>Please send your CV and Cover letter only to the Human Resources Department to the following addresses :</p> <p>recruitment.nairobi@cesvioverseas.org</p> <p>Female candidates will highly encourage to apply.</p> <p>Only the CVs which qualification and experience match with the above requirement will be contacted.</p>			