

## Job Description

Job Title:	<b>Assistant Procurement Officer</b>
Job Location:	Erbil, Kurdistan

Report to:	Supply Chain Manager Kurdistan, Contracts and Procurement Manager (Production & Infrastructure)
Direct reports:	Nil
Key interactions:	Snr Procurement Officer, Procurement Officers, HSE Mgr, Production Management, Finance and Legal Departments, Dubai SCM. Contractors and suppliers.

### Key Responsibilities:

**The following key is used in this section:**

**(A)– position requires an awareness of what is required**

**(K) – position requires that knowledge is required to fulfil this aspect of the role**

**(S) – position requires a skill in being able to fulfil this aspect of the role**

- Review requisition and orders to verify accuracy, terminology, and specifications, (S)
- Prepare small to medium RFQ's and evaluate bids received, (S).
- Responsible for issuing all call-offs covering Framework Agreements
- Compare, evaluate bids to determine the best bid among potential suppliers and draw up purchase orders for procurement of goods and materials (S).
- Initiates supply orders in the system, confirms delivery with suppliers, monitors and tracks supplier performance to purchase order requirements. (S)
- Contact suppliers to schedule or expedite deliveries and ensure goods and materials are delivered on time (S)
- Report the late deliveries to Senior Procurement Officer, assess any documentation and approval required for late delivery and penalty action in accordance C&P Procedure (A)
- Resolve any shortages, missed or late deliveries and other problems with suppliers. (S/K)
- Prepare and maintains files for all Purchase Order(s) and logistic transaction. Includes receiving copies of POs, entering details in follow-up log, preparing follow-up delivery sheets and updates relevant computer files as required (A)
- Carries out Epicor transactions to create and update amendments to PO records.
- Ensure logistics is adequately planned and resourced to avoid delays.
- Involvement in periodical stock taking work at site and/or Warehouse whenever it is required (K).
- Ensure compliance with, C&P requirements along with governance and compliance obligations and ensure an audit trail to secure cost recovery. (K)
- Safeguard a high level of compliance with anti-bribery, anti-corruption and money laundering policies (A)
- Verify that HSE requirements under the contracts are complied with; (A)

### Required Qualifications & Experience:

Minimum 3+ years relevant oil & gas contracting experience preferably with an IOC

The following academic qualifications are advantageous:

- Bachelor's Degree in administration, accounting, logistics, supply chain management or related field; or alternatively,
- Excellent computer skills (Word, Excel, Outlook), including experience with ERP systems
- Procurement certification (CIPS) preferable.

Interest in developing career in Supply Chain related function

Demonstrable skills & experience in procurement and / or contract engineering

Awareness of supply chain processes and procedures;

**Key Attributes:**

- Practical problem-solving ability and able to handle multiple tasks simultaneously.
- Commercial awareness and sound business acumen
- Good analytical skills
- English language and numeracy skills
- Good written and oral communication skills
- Able to work with Microsoft suite of applications and preferably hands on experience with ERP systems (such as Epicor)
- High personal integrity and attention to detail
- Working to the required timelines
- Collaborative with good communication and interpersonal skills;
- Takes initiative and judgement to attain the best results
- Ability to work in a culturally diverse environment
- Flexible and solution oriented with high personal integrity and attention to detail;
- Demonstrates a personal commitment to Health, Safety and the Environment
- Demonstrate an interest in personal learning and development
- Take steps to develop and maintain the knowledge, skills and expertise necessary to achieve progress