

## Job Description for Procurement Officer

### Employer

<b>EU Delegation</b>	Sri Lanka and the Maldives
<b>Location</b>	389 Bauddhaloka Mawatha, Colombo 7

### Job description

<b>Group</b>	LA 3
<b>Section in the organisation chart</b>	Administration
<b>Next hierarchical superior (who to report to)</b>	Reporting to the Head of Section
<b>Working hours</b>	full time, 37h30 per week, Monday to Friday
<b>Working environment/conditions</b>	Multicultural environment
<b>Job objective</b>	Under the supervision of the Head of Administration, the successful applicant will be responsible for all procurement/contracts related matters that support the efficient management of the Delegation in compliance with the EU financial regulations and its rules of application.
<b>Main Tasks</b>	<ul style="list-style-type: none"> <li>• Contribute to/responsible for all aspects of the procurement process (drafting tender specifications, launching tenders, etc.).</li> <li>• Support to the section Political, Press and Information for their procurement procedures.</li> <li>• Managing the contracts portfolio for the Admin section (following contracting process, encoding in the appropriate software, every day supplier relationship management, create and follow-up on the contracts schedule).</li> <li>• Issuing purchase orders.</li> <li>• Collection of supporting documents for payments to suppliers.</li> <li>• Petty Cash management.</li> <li>• Recording of third-party information: Legal Identity Forms and Financial Identification Forms of individuals and companies;</li> <li>• Back-up for the Accounting Assistant in absence and leave.</li> <li>• To undertake any other assignments that may be required, in view of the efficient functioning of the Delegation.</li> </ul>
<b>Personal skills</b>	A well-organised, proactive, self-motivated person with the ability to work within a team, respecting deadlines, ability to deal with stressful situation.
<b>Specific physical requirements (if any)</b>	n/a

## Job specifications

<b>Qualifications</b>	<u>Minimum requirements:</u> GCE A Level <u>Considered as an asset:</u> University degree in Management, Accountancy, or other relevant field
<b>Professional experience</b>	<u>Minimum requirements:</u> 3 years of working experience in the field of procurement, administration, or supplier relationship management <u>Considered as an asset:</u> Working experience in a diplomatic mission
<b>Knowledge of languages</b>	<u>Minimum requirements:</u> EN – C1 <u>Considered as an asset :</u> Good knowledge of Sinhala and/or Tamil
<b>Knowledge of IT tools</b>	Good knowledge of Microsoft Office