



Social and Educational Services Organization (SESO)

Position Description

Position Title: Procurement & Admin Officer
Reports to: Project Manager

Type of Employment: Full Time

Work Scope:

Under the direct supervision of the Project Manager, the Procurement & Admin Officer is responsible for the procurement of goods and services and all administrative support related to project day to day operations.

Major Duties and Responsibilities:

- Check goods/services and shipments when they arrive to ensure that orders have been filled correctly and that goods meet specifications;
- Compare prices, specifications, and delivery dates in order to determine the best bid among potential suppliers;
- Compare suppliers' bills with bids and purchase orders in order to verify accuracy;
- Contact suppliers in order to schedule or expedite deliveries and to resolve shortages, missed or late deliveries, and other problems;
- Locate suppliers, using personal contacts and visits to the market to gather information about products to be ordered;
- Obtain information, clarification and agreement on terms of contracts and/or specification requirements;
- Prepare, maintain, and review purchasing files, reports and price lists;
- Strong knowledge of all organizational and governmental rules affecting purchases, and provide information about these rules to organization staff members and to vendors;
- Assist in meetings and events including managing meeting agendas, schedules, coordination, meeting minutes, and announcements;
- Distribute meeting minutes;
- Perform data entry;
- Provide information to visitors;
- Maintain office supplies for each department;
- Assist each department with operational and administrative duties;
- Perform other duties as assigned by the supervisor;

Qualifications and Skills:

- At least 3 years experience in field of procurement, administration or relevant field is required;
- University degree in a related field (fine arts, business administration) required;
- Knowledge of procurement law in Afghanistan, standard practices;
- Analytical skills, including ability to analyze data and develop recommendations on procurement contracts awards;
- The candidates shall have worked in a similar capacity for governmental body, NGO or international organization;
- Excellent communication and problem solving skills;
- Committed to hard work and continual learning;

- Some ability to develop and present public information materials to promote center use;
- Solid commitment to customer service;
- A sound knowledge of Microsoft Office applications (Word, Excel, and Outlook);
- The candidate must be fluent in both spoken and written English and Dari/Pashto;

Job Location

Afghanistan - Kabul

Submission Guideline

Qualified applicants should submit their resume and application no later than October 17, 2017. You must include the job number and position title in the subject line of the email.

Only Shortlisted applicants will be informed for Interview.

Submission Email

recruitment@sesoaf.org