

VACANCY ANNOUNCEMENT
AT THE ARAB WATER COUNCIL HEAD QUARTER
Procurement and Financial Management Specialist

RESPONSIBILITIES:

- **Under the general supervision of the Arab Water Council Financial Controller The Procurement Assistant will be responsible for the following duties:**
 - Use the appropriate relevant donors' Standard Bidding Documents
 - Prepare customized Bidding Documents and Request for Proposals (including standardized Forms to be used for conducting International and Local Procurement.
 - Assist in implementation and update of the procurement plans.
 - Assist in preparation of the semi-annual and annual procurement reports as necessary.
 - Establish a register of qualified suppliers and consultants.
 - Implement procurement duties according to prevailing rules, regulations, and procedures.
 - Assist in finalizing purchase orders and contracts.
 - Prepare evaluations of offers and compile data contained in quotations, to determine which vendor(s) can deliver the required services or items on the best terms and the most convenient cost to; Maintain relevant internal databases and files; keep track of any contractual agreements.
 - Manage Payment and Invoice.
 - Accept other associated responsibilities as and when assigned.

REQUIREMENTS

- A minimum of two (2) years experience in management of goods and services procurement.
- Educational and professional qualifications include:

- University Degree in Business law, administration, commerce, economics etc.
 - Good knowledge of procurement policies and procedures.
 - Administrative and accounting capabilities.
 - Good communication skills (oral and written) and interpersonal skills.
 - Fluency in oral and written English.
 - Computer skills of word processing and spread sheets (excel and other dbase programs).
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Only candidates meeting the above requirements are requested to apply.

All applications should include an updated CV (in English), a photograph and references and should be received no later than June 30th, 2011.

Applicants should have Egyptian citizenship or residency in Egypt (for applicants from Arab Countries).