

**JOB DESCRIPTION  
PROCUREMENT OFFICER**

JOB DETAILS			
Position Title:	Procurement Officer	Grade	
Department/Division:	Finance Department		
Reports to:	Associate Manager – Budgeting and Payables		
Supervises:	None		
Last Updated on:	July 3, 2024		

**Job Purpose**

This position is responsible for evaluating suppliers, products, and services, negotiating contracts, and ensuring that approved purchases are cost-efficient and of high quality.

**Main Duties and Responsibilities:**

- Coordinate with department heads/chairs for their procurement needs.
- Source materials, goods, products, and services based on the university’s requirements.
- Raise Purchase Orders (PO) and/or Request for Quotation (RFQs) in line with policies and procedures.
- Ensure POs and/or RFQs are approved in line with policies and procedures.
- Send approved POs and/or RFQs to the approved vendors.
- Receive POs and/or RFQs based on an approved goods receipt/delivery note.
- Request credit notes from suppliers, as necessary.
- Ensure lead times are met and expedite outstanding orders.
- Ensure purchase costs are "at market" or competitive.
- Negotiate the best or most cost-effective contracts and deals.
- Ensure consistency of quality of goods or services.
- Benchmark product and/or services to assess reasonableness of price, quantity, and quality.
- Review contracts/agreements with vendors in accordance with approved policies and procedures.
- Coordinate with the vendor for delivery of ordered products and/or services as specified by the requesting department.
- Follow on delays or orders that have been rescheduled.
- Ensure ordered products and/or services are packaged appropriately and delivered to the correct location at the agreed time.
- Support the requesting department for any after-sales issues.
- Perform inventory inspections and reorder supplies and stock, as necessary.
- Establish sound relationships with suppliers.
- Vet suppliers based on established vendor qualifications.
- Ensure onboarding of vendors is in done in accordance with policies and procedures.
- Obtain feedback from end-users to assess quality of product and/or services.

- Conduct product and/or service research and source new suppliers and vendors, as may be required.
- Conduct market research to keep abreast of emerging trends and business opportunities, as required.
- Perform other tasks and duties as assigned / needed in order to meet the requirements of the role and the goals of the Institute.
- Ensure compliance with all relevant (internal and external) regulations including QHSE requirements using RIT policies and procedures as appropriate.

### **Required Minimum Qualifications**

- Bachelor's degree in business, marketing, law, or a relevant field.
- Minimum of two (2) years of relevant experience.
- Prior experience in using an ERP (e.g. QuickBooks, Oracle, SAP, etc.)
- Proficient user of MS Office applications.
- Strong understanding of purchase to payables process.
- Experience with contract reviews and business negotiations.
- Fluency in Arabic is preferred.

### **Application Procedure:**

Please email your application to [careersdubai@rit.edu](mailto:careersdubai@rit.edu) and include the following in your application:

- Subject line must include the source, your name and position you are applying for; (Name – Procurement Officer)
- Cover letter detailing your technical/professional, teaching, and scholarship qualifications and achievements
- Resume or curriculum vitae
- Contact information

Applications review will begin immediately and continue until a candidate is selected. Only shortlisted candidates will be contacted. For more information, please visit RIT Dubai website: [www.dubai.rit.edu](http://www.dubai.rit.edu).