



Job Description

Sr. Procurement Officer

- Issue Request for Quotation for procurement purchases goods/services.
- Take parts in bid openings as a non-voting member.
- Coordinate the implementation of purchases, service agreements, and subcontracts in support of the Procurement Manager.
- Tracking of the payments to be sure that all payments are done at the proper time.
- Writes Negotiation Memos, Single Source Memos, and Selection Memos.
- Prepare recommendations and price analyses for the purchase of substitute items that are economical to ADF by consulting the manufacturer's catalog and conducting market surveys.
- Monitor, track, and expedite ADF procurement activities and delivery status of goods/services.
- Prepare requests for payments, leases, etc.
- Liquidate and make amendments to the Purchase Orders, after checking all payment statuses of the Purchase Orders and discussing/consultations with the Buyers and account holders.
- Distribute the Purchase Orders, internally and externally via e-mail.
- Performance forms and procedures. Ensure timely and accurate entry of vendor information.
- Collaborate closely with the Procurement Officer as required.
- Manage and handle a good filing system.
- Perform other related duties as assigned by the supervisor.

Job Requirements:

- A university degree or equivalent in a related field
- At least 5 years of work experience in the procurement, contracts, and/or grants management field, preferably with international donor-funded projects. UN agencies or NGOs on relevant programs in Afghanistan.
- Fluency in English and Pashto, Dari a plus
- Excellent verbal and written communication skills.
- Ability to design databases and prepare meaningful reports.
- Team oriented.

Submission Email:

All candidates shall submit their CVs to this email address (Vacancies@adf-af.org) and mention the position & vacancy number in their email subject line as obligatory. Those candidates who do not mention about the position and vacancy number as required (**Senior Procurement Officer – Vacancy # ADF-257**) in their email subject line will not be considered for shortlisting purposes. The closing date of the announced position is **10-March-2025**, later submission will not be accepted.