

Procurement Officer **Algonquin College – Kuwait (AC-Kuwait)**

Position Summary

Reporting to the Manager, Accounting and Finance, the Procurement Officer (PO) establishes and maintains procurement systems and integrates them with management systems for assets and accounting purposes. The PO provides comprehensive bilingual procurement services that deliver maximum value to all College departments.

Key Responsibilities

- Recommends procurement policies to the Manager, Accounting and Finance;
- Establishes procurement procedures and systems that utilize the College's Enterprise Resource Planning System and integrate effectively with management systems for College assets and accounting;
- Provides comprehensive, bilingual procurement services for equipment, materials, supplies, capital goods and services that are consistent, effective, efficient, needs-fulfilling, and user-friendly to all College departments;
- Ensures that user needs are clearly understood, purchasing authorities are established, understood and adhered to, purchases meet or exceed requirements (e.g., specifications, price and quality) and incoming goods are effectively tracked, delivered complete and on-time and, where appropriate, added to the College's inventory of assets;
- Works with College stakeholders to develop supply requirements, invite, assess and award/approve suppliers and their tenders, bids, quotations and/or proposals, negotiate contract terms and conditions, administer contract performance, including delivery, receipt, warranties, damages, and insurance, and reconcile or resolve value discrepancies;
- Establishes and maintains networks of suppliers and positive supplier-College relationships;
- Recommends standing order arrangements, partnership agreements and/or the development of stakeholder purchasing consortia where appropriate;
- Helps College stakeholders access and understand the College's procurement systems by developing online help resources, communicating updates through broadcast emails or newsletters, and participating in orientation programs for new employees;
- Prepares and maintains purchasing records, reports and pricing lists;
- Complies with and keeps up-to-date regarding applicable rules, legislation, regulations, standards, and best practices;
- Continuously reviews and improves systems, resources and services;
- Develops and maintains constructive and cooperative working relationships with colleagues and managers.

The PO plays a key role in the Accounting and Finance Department and in the College as a whole and, in so doing, significantly contributes to the performance and success of the College.

Education

Required:

- Bachelor's degree in business, public administration or computer science or an equivalent combination of education and training

Preferred:

- Specific training and/or accreditation in purchasing/procurement and/or contract law.

Experience**Required:**

- Minimum of 3 years' relevant work experience in purchasing/procurement
- Experience effectively using information and communication technologies

Preferred:

- Experience working in a dynamic, entrepreneurial, global environment;
- Experience working in a post-secondary education environment;
- Experience creating and sustaining inter-organizational working relationships;
- Experience using an Enterprise Resource Planning system;
- Experience working in Al-Jahra and other areas of Kuwait.

Knowledge, Skills & Abilities**Required:**

- Complete fluency – oral and written – in both English and Arabic;
- Thorough knowledge of relevant Kuwaiti and international legislation, laws, regulations and standards;
- Strong interpersonal and intercultural communication and relationship skills, including Kuwaiti business protocols;
- Strong planning, organizing, negotiating, problem-solving, conflict management, and project management skills;
- Advanced-level Microsoft Office knowledge and skills;
- Demonstrated ability to research products and services, identify, assess and compare suppliers, and determine how well their goods and services fit organizational needs;
- Demonstrated ability to be proactive and assertive, anticipate challenges, develop contingencies, overcome barriers and obstacles, find solutions, meet deadlines and achieve outcomes;
- Demonstrated ability to establish and maintain strong positive inter-organizational, inter-departmental and inter-personal work relationships that involve high levels of teamwork, trust and collaboration;
- Demonstrated commitment to service excellence and customer/colleague/partner satisfaction;
- Demonstrated ability to use tact, diplomacy, empathy, and sound judgment when dealing with challenging or difficult individuals, groups or situations.

Preferred

- Specific knowledge of Al-Jahra and other areas within Kuwait
- Ability to create and manage databases

Application Process:

E-mail your cover letter and resume to jobs@ac-kuwait.edu.kw. Applications will be accepted until the position is filled.