

LOGISTICS/PROCUREMENT ASSISTANT

RESOURCES & TRANSFORMATION DEPARTMENT

SARAJEVO

Duty Station: Sarajevo

Contract Type: National Contractor (full-time)

Purpose and Scope of the Position:

Under the direct supervision of the Head of Logistics, the Logistics/Procurement Assistant is responsible for the smooth running of the day-to-day procurement activities within the OHR.

Duties and Responsibilities:

- Act as focal point for all procurement activity within the Operations Logistics Desk (OP_LOG DESK) area;
- Review approved Purchase Requisitions and relevant Terms of Reference prepared by the OHR Sections/Units;
- Prepares Requests for Bids/Proposals for procurement of works, materials, equipment, and services based on established procurement procedures;
- Process the administrative and financial evaluation of received offers;
- Ensure that all activities undertaken are in line with OHR Logistics Procedures and that in case of a breach of procedures, the Head of Logistics is immediately informed;
- Evaluate sources that can provide essential goods and services to support the OHR needs;
- Analyze and interpret price trends and market conditions which affect assigned commodities and make recommendations to the Head of Logistics;
- Prepares SAP-based Purchase Orders (PO), submits them for approval to the relevant authority and sends them to suppliers;
- To maintain the procurement files, both hard copy and in SAP, ensuring that a full audit trail is always transparent and available.
- Follow-up with suppliers and ensure timely delivery of requested supplies and materials and keep the concerned project staff informed on the status of the delivery; negotiate with suppliers and resolve issues related to delivered goods;
- Provide general administrative assistance within the Section (filing system, answering telephone enquiries);
- Prepare and submit reports, statistics and forecasts as needed to support decision - making.
- Build and maintain positive working relationships with co-workers, other OHR employees and the public, and ensure that the principles of good customer service are always applied.

Professional Requirements / Qualifications.

- University degree desirable;
- Minimum of three years of related work experience preferably with international organizations;
- Knowledge of working in SAP, or Systems Applications and Products, as a widely used enterprise resources planning (ERP) software is advantage;
- Teamwork oriented attitude;
- Strong interpersonal skills;
- Excellent organisational skills
- Excellent written and spoken English;
- Computer literacy;

- Valid driver's license category B.

Any person with the above qualifications should provide (in English) a CV with a one-page cover letter and references to the following:

***Human Resources
Office of the High Representative
Emerika Bluma 1, 71000 Sarajevo
Bosnia and Herzegovina
E-mail: application@ohr.int***

***Reference number: 2024/002
Closing date for applications: 23 February 2024***

Only short-listed candidates will be contacted
No telephone inquiries please