

# LOGISTICS/PROCUREMENT ASSISTANT

## RESOURCES & TRANSFORMATION DEPARTMENT

**Duty Station:** Sarajevo

**Contract Type:** National Contractor

**Grade:** 6

**Department:** Resources & Transformation

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 Departments/Sections;
- Prepares Requests for Bids/Proposals for procurement of works, materials, equipment, and services based on established procurement procedures;
- Process the administrative, technical 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;
  - Draft contracts for rents (offices, equipment, vehicles, etc) as well as for procurement of services, works and supplies as required and in accordance with procedures.
  - Maintain procurement files, both paper and digital and in SAP, ensuring that a full audit trail is always transparent and available.
  - Monitoring suppliers/contracts and ensure timely delivery of requested supplies and materials and keep the concerned project staff informed on the status of the delivery;
  - Create and maintain good relationships with suppliers, resolve issues related to delivery;
  - Provide general administrative assistance within the Section (filing, scanning, answering telephone enquiries);
  - Prepare and submit reports, statistics and forecasts as needed to support decision- making.
  - Build and maintain positive working relationships with Logistics team members, other OHR employees and the public, and ensure that the principles of good customer service are always applied;

#### **PROFESSIONAL REQUIREMENTS / QUALIFICATIONS.**

- High school degree or equivalent, Bachelor's degree in business administration, accounting or related field desirable;
- Minimum of three years of work experience preferably with international Organizations;
- Minimum two years' experience in a procurement or related position with knowledge and understanding of procurement processes, policy and systems.
- Knowledge of working in SAP, or Systems Applications and



Products, as a widely used enterprise resources planning (ERP) software is advantage;

- Excellent organisational skills, ability to multitask, prioritize, and manage time efficiently;
- Ability to establish and administer contracts
- Accurate and precise attention to detail;
- Teamwork oriented attitude;
- Strong interpersonal 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](mailto:application@ohr.int)**

***Reference number: 2024/043***

***Closing date for applications: 06 September 2024***

***Only short-listed candidates will be contacted***

***No telephone inquiries please***