



Union for the Mediterranean
Union pour la Méditerranée
الاتحاد من أجل المتوسط



Sweden
Sverige

Job Description

Procurement Senior Officer

Job title	Procurement Senior Officer
Type of contract	Full time Fixed term – 6 months (renewal of contract subjected to available fund and performance evaluation)
Project	Institutionalization and Establishment of WEFE Hub for MENA
Location	INWRDAM Office – Amman, Jordan
Report to	Project Leader
Expected starting date	15 Sep 2025 to 30 Sep 2025
Announcement date	31 Aug 2025
Deadline	11 Sep 2025

Overview

The Procurement Senior Officer at INWRDAM holds a multifaceted role responsible for leading all procurement activities in compliance with PRAG and EU Grant Agreements' Guidelines, INWRDAM's internal procedures, and relevant donor compliance requirements. This position is pivotal in ensuring the efficient acquisition of goods and services while also facilitating the successful planning and execution of events.

About INWRDAM

INWRDAM is a "Think & Do Tank", as it aims to promote resolutions for water-related conflicts by fostering dialogue and collaboration. Water is a resource for human survival and its scarcity often creates tension within communities and nations globally. By prioritizing negotiation techniques that encourage cooperation among involved parties and advocating for water management practices we can effectively address this issue. Our research efforts and advocacy campaigns focus on enhancing understanding, among stakeholders to bridge their interests through approaches that benefit everyone.

About the Project

The project "Institutionalization and Establishment of WEFE Hub for MENA" is a regional initiative led by the Inter-Islamic Network on Water Resources Development and Management (INWRDAM), with support from the Union for the Mediterranean and Sida. It focuses on strengthening the integrated management of water, energy, food, and ecosystems in the MENA region, with particular emphasis on Jordan and Egypt. The project seeks to institutionalize the WEFE Nexus approach through the development of a regional Hub and the establishment of a dedicated WEFE Unit in Egypt. The Hub will function as a digital and institutional platform to promote regional dialogue, provide access to best practices, policy briefs, and technical knowledge, and support the generation and scaling of Nexus projects.

In parallel, the project supports national frameworks in Jordan and Egypt through stakeholder engagement, policy and regulatory reviews, and capacity building programs for practitioners. The project aims to build a sustainable foundation for improved resource governance and long-term socio-economic



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and environmental resilience in the region through combining knowledge management, advocacy, and institutional integration,

Responsibilities

- Implement procurement strategies and procedures tailored to INWRDAM's needs, and donors' compliance to maintain cost-effective sourcing and timely delivery of goods and services.
- Align procurement procedures with PRAG Protocol
- Develop regular procurement plans in coordination with Project Leaders and the Finance team, implement, and follow up plans.
- Coordinate all procurement activities, including quotations collection, quotations and offers evaluation, vendor selection, contract negotiation, and purchase requests issuing while adhering to PRAG and INWRDAM's internal procurement regulations and procedures.
- Plan and coordinate logistics for workshops, events, trainings, seminars and other events considering venue selection, transportation arrangements, accommodation, catering, and equipment rentals.
- Liaise with INWRDAM team, stakeholders, and vendors to ensure seamless event logistics and delivery of high-quality services within budgetary constraints.
- Prepare and upload purchase requests, monitor contract expenditures and take corrective action if needed, in collaboration with relevant departments
- Track events' budgets and expenditures, and keep transparency and accountability.
- Maintain accurate records and documentation related to procurement transactions, logistics arrangements, and event planning activities, ensuring compliance with record-keeping standards.
- Evaluate suppliers, vendors and contractors' performance and establish strong relationships to ensure reliability, quality, and timely delivery of goods and services.
- Maintain accurate and up-to-date contractors and vendors lists.
- Ensure products and services are delivered timely and up to specifications.

Qualifications

- Bachelor's degree in finance, business administration, supply chain management, or relevant experience.
- At least 10 years of proven experience in procurement and compliance preferably in a similar role with at least years of experience for INGOs.
- At least 3 years working on a procurement and compliance senior roles funded by EU projects.
- Solid knowledge of PRAG and EU compliance requirements and guidelines is mandatory.
- Excellent organizational, analytical, and problem-solving skills, with the ability to manage multiple tasks and priorities effectively.
- Excellent communication and interpersonal skills, with the ability to collaborate with diverse stakeholders and negotiate favorable terms with suppliers/vendors.
- Ability to work independently and as part of a team, with a proactive and solutions-oriented approach to work.



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Skills

- Strong organizational skills and attention to detail.
- Excellent communication and interpersonal abilities.
- Strong reporting skills.
- Ability to work in a team, and independently.
- Highly motivated, passionate, and active team member.
- Fluent in Arabic and English languages, writing, speaking and listening.
- Adaptability and flexibility.
- Procurement management.
- Vendor relations and negotiation.
- Analytical and problem-solving abilities.

How to Apply

Interested candidates should submit their CV and a cover letter highlighting relevant experience and suitability for the position. Applications should be sent by email to recruitment@inwrdam.net with the subject line "Procurement Senior Officer." The deadline for submission is Only shortlisted candidates will be contacted.