



Al Qasimi Foundation Position Overview: Senior Purchasing Officer

ABOUT THE AL QASIMI FOUNDATION

The Sheikh Saud bin Saqr Al Qasimi Foundation for Policy Research was established in 2009 to support the social, cultural, and economic development of Ras Al Khaimah and the United Arab Emirates (UAE). The Al Qasimi Foundation seeks to support the public and private sectors by helping them ground policy decisions and programming in evidence-based research that reflects the best thinking in the world as well as the local Ras Al Khaimah and UAE contexts. Our work over the past 10 years has focused on generating world-class research, developing local capacity, and engaging the local community. While we continue to have a strong focus on improving education, we have also expanded our priority areas to include health, community development, and arts and culture. Additionally, we have extended our reach to target groups that are often marginalized such as those in the prison, low-income students and their families, the elderly, and those living in remote areas of the emirate.

POSITION OVERVIEW & SCOPE

The **Senior Purchasing Officer** is responsible for overseeing and managing the purchasing activities of the Al Qasimi Foundation. This role involves negotiating contracts, maintaining relationships with suppliers, researching potential vendors, inspecting goods, updating records, and ensuring the timely and cost-effective acquisition of quality goods and services.

Additionally, the Senior Purchasing Officer ensures compliance with company policies and regulations while continuously seeking ways to improve procurement processes and efficiency. The ideal candidate should be highly organized, capable of multitasking, and able to evaluate products and vendors effectively. The Officer must be able to work independently and perform well under pressure. A successful Senior Purchasing Officer combines excellent communication and negotiation skills with a keen eye for detail and has experience in team collaboration or management.

Under the overall guidance and supervision of the Director of Administration, the Senior Purchasing Officer will play a key role in overseeing procurement, negotiating contracts and ensuring compliance, controlling inventory and costs, and handling process improvements, reporting, and documentation.

RESPONSIBILITIES

1. Purchasing (60%)
2. Accounting and Finance (30%)
3. Administration (10%)

SKILLS & QUALIFICATIONS

- Bachelor's degree in Business Administration, Supply Chain Management, Accounting or a related field. Professional certification in procurement is preferred.
- Minimum of 5-7 years of relevant purchasing experience, with at least 3 years in a senior or supervisory role.



- Advanced negotiation and relationship building skills.
- Proficient in SAP and M.S. Office.
- Strong interpersonal communication skills and the ability to work effectively with a wide range of people from diverse backgrounds
- Excellent analytical, organizational, and problem-solving skills.
- Attention to detail and accuracy.
- Ability to work independently and collaboratively.
- Ability to work under pressure and meet tight deadlines.
- Strong communication and interpersonal skills.

COMPENSATION

This position offers a generous remuneration package that includes health insurance, 22 working days of annual leave, and an annual (economy class) plane ticket to the employee's country of origin.

TO APPLY

Candidates must complete the application form on the Foundation's career page: www.alqasimifoundation.com/career. Application requirements such as a resume, cover letter, and three references (with contact details) should be attached to the application. Incomplete materials will not be considered.

Applications will be accepted and reviewed on a rolling basis until August 30, 2024.

