

Procurement and Contracts Department

1. Director of Procurement

- **Job Description:**
 - Oversee all procurement and contracting activities.
 - Develop and implement procurement policies and strategies.
 - Manage the department's budget and resources.
 - Ensure compliance with procurement regulations and standards.
 - Collaborate with other departments and external partners on procurement initiatives.
 - Represent the department in public forums and meetings.
- **Job Specifications:**
 - **Responsibilities:**
 - Develop and implement strategic procurement goals and objectives.
 - Monitor and evaluate the effectiveness of procurement programs and policies.
 - Manage the department's budget, including forecasting and resource allocation.
 - Ensure all procurement activities comply with local, state, and federal regulations.
 - Build and maintain relationships with key stakeholders, including suppliers, community leaders, and government officials.
 - Lead, motivate, and develop a team of procurement professionals.
 - Prepare and present reports on departmental performance and procurement issues to senior management and elected officials.
 - Innovate and implement new procurement technologies and practices to improve efficiency.
 - **Requirements:**
 - **Education:** Bachelor's degree in Business Administration, Supply Chain Management, or a related field.
 - **Experience:** 10+ years in procurement, with at least 5 years in a senior leadership role.
 - **Skills:**
 - **Leadership:** Proven ability to lead and manage large teams and complex projects.
 - **Strategic Planning:** Experience in developing and executing long-term strategic plans.
 - **Budget Management:** Strong financial acumen and experience managing large budgets.
 - **Communication:** Excellent verbal and written communication skills, with the ability to present complex information clearly and effectively.
 - **Vendor Management:** Strong vendor management skills and experience working with various suppliers.
 - **Stakeholder Management:** Ability to build and maintain strong relationships with a wide range of stakeholders.
 - **Certifications:** CPSM (Certified Professional in Supply Management) or equivalent is preferred.
 - **Benefits:**

- Salary: QAR 40,000 per month
- Comprehensive health insurance
- Retirement plans
- Paid time off (30 days per year)
- Professional development opportunities

2. Assistant Director of Procurement

- **Job Description:**
 - Assist the Director in managing department operations and executing procurement programs.
 - Develop and implement procurement policies and procedures.
 - Oversee staff performance and ensure compliance with procurement regulations.
 - Manage departmental projects and initiatives, ensuring they are completed on time and within budget.
- **Job Specifications:**
 - **Responsibilities:**
 - Assist in the development and implementation of strategic procurement goals and objectives.
 - Support the Director in budget management and financial reporting.
 - Coordinate activities among various units within the department to ensure seamless service delivery.
 - Supervise, mentor, and develop junior staff.
 - Ensure departmental operations comply with procurement laws and standards.
 - Handle public inquiries and complaints related to procurement issues.
 - Manage departmental projects, including planning, execution, monitoring, and reporting.
 - Identify opportunities for process improvement and implement best practices.
 - **Requirements:**
 - **Education:** Bachelor's degree in Business Administration, Supply Chain Management, or a related field.
 - **Experience:** 8+ years in procurement, with at least 3 years in a management role.
 - **Skills:**
 - **Leadership:** Strong leadership and team management skills.
 - **Policy Development:** Experience in developing and implementing procurement policies and procedures.
 - **Staff Management:** Proven ability to manage and develop staff.
 - **Communication:** Excellent verbal and written communication skills.
 - **Vendor Management:** Strong vendor management skills.
 - **Project Management:** Experience managing projects from inception to completion.
 - **Certifications:** CPSM (Certified Professional in Supply Management) or equivalent is preferred.
 - **Benefits:**

- Salary: QAR 35,000 per month
- Comprehensive health insurance
- Retirement plans
- Paid time off (25 days per year)
- Training and development programs

3. Procurement Manager

- **Job Description:**
 - Manage the daily operations of the Procurement Department.
 - Ensure compliance with procurement regulations and standards.
 - Implement departmental policies and procedures to enhance procurement processes.
- **Job Specifications:**
 - **Responsibilities:**
 - Oversee the execution of procurement programs and initiatives.
 - Monitor staff performance and provide training and development opportunities.
 - Develop and manage departmental budgets.
 - Liaise with other departments and external partners on procurement issues.
 - Address public complaints and inquiries related to procurement.
 - Prepare and present reports on procurement performance.
 - Identify areas for improvement and implement changes to enhance procurement processes.
 - Ensure compliance with health and safety regulations.
 - **Requirements:**
 - **Education:** Bachelor's degree in Business Administration, Supply Chain Management, or a related field.
 - **Experience:** 5+ years in procurement or a related field.
 - **Skills:**
 - **Operations Management:** Strong ability to manage daily operations.
 - **Coordination:** Excellent coordination and organizational skills.
 - **Problem-Solving:** Strong analytical and problem-solving abilities.
 - **Communication:** Effective verbal and written communication skills.
 - **Vendor Management:** Experience working with suppliers.
 - **Certifications:** Procurement management certifications are beneficial.
 - **Benefits:**
 - Salary: QAR 30,000 per month
 - Comprehensive health insurance
 - Retirement plans
 - Paid time off (20 days per year)
 - Professional development opportunities

4. Contracts Specialist

- **Job Description:**

- Draft, review, and negotiate contracts.
- Ensure compliance with contract regulations and standards.
- Provide support and advice on contract-related issues.
- **Job Specifications:**
 - **Responsibilities:**
 - Draft, review, and negotiate contracts with suppliers and partners.
 - Ensure compliance with local, state, and federal contract regulations.
 - Provide support and advice on contract-related issues to other departments.
 - Maintain accurate records and documentation of contracts.
 - Collaborate with legal and procurement teams on contract management.
 - Prepare and present reports on contract activities and performance.
 - Identify areas for improvement in contract management processes.
 - Participate in training programs on contract management and best practices.
 - **Requirements:**
 - **Education:** Bachelor's degree in Business Administration, Law, or a related field.
 - **Experience:** 3+ years in contract management or a related field.
 - **Skills:**
 - **Contract Management:** Strong skills in drafting, reviewing, and negotiating contracts.
 - **Communication:** Effective verbal and written communication skills.
 - **Problem-Solving:** Strong problem-solving abilities.
 - **Attention to Detail:** Meticulous in maintaining records and documentation.
 - **Collaboration:** Ability to work collaboratively with other departments.
 - **Certifications:** Contracts management certifications are a plus.
 - **Benefits:**
 - Salary: QAR 25,000 per month
 - Comprehensive health insurance
 - Retirement plans
 - Paid time off (18 days per year)
 - Training opportunities

5. Procurement Officer

- **Job Description:**
 - Process procurement requests and ensure compliance with procurement regulations.
 - Maintain procurement records and documentation.
 - Provide support to the procurement team.
- **Job Specifications:**
 - **Responsibilities:**
 - Process procurement requests and ensure compliance with local, state, and federal regulations.

- Maintain accurate records and documentation of procurement activities.
- Communicate with suppliers and vendors regarding procurement needs and issues.
- Assist in the preparation of procurement reports and presentations.
- Provide support to the procurement team on various tasks.
- Identify opportunities for process improvement in procurement activities.
- Participate in training programs on procurement best practices.
- Ensure compliance with health and safety regulations in procurement activities.
- **Requirements:**
 - **Education:** Bachelor's degree in Business Administration, Supply Chain Management, or a related field.
 - **Experience:** 2+ years in procurement or a related field.
 - **Skills:**
 - **Procurement Skills:** Strong skills in processing procurement requests and maintaining records.
 - **Communication:** Effective verbal and written communication skills.
 - **Attention to Detail:** Meticulous in maintaining records and documentation.
 - **Problem-Solving:** Strong analytical and problem-solving abilities.
 - **Teamwork:** Ability to work collaboratively with other team members.
 - **Certifications:** Procurement certifications are a plus.
- **Benefits:**
 - Salary: QAR 20,000 per month
 - Comprehensive health insurance
 - Retirement plans
 - Paid time off (15 days per year)
 - Training opportunities