

For our Team in Tlemcen, Algeria, we are seeking the support of a full-time

## **Procurement Officer (male/female) at the Pan African University Institute of Water and Energy Sciences (including Climate change) - PAUWES**

### **Field of activity**

The Pan African University Institute of Water and Energy Sciences (including Climate Change) (PAUWES) was called into existence by the African Union Commission. It was established as a knowledge and science hub of the Pan African University (PAU) and is hosted by the University of Tlemcen in Algeria. PAU is guided by the vision of an Africa managed by its own citizens and acting as a dynamic force in the international arena.

PAUWES offers four graduate programmes, 2 Masters of Science in Water (Engineering track and Policy track) and 2 Masters of Science in Energy (Engineering track and Policy track) aiming at training top students to become engineers and policy analysts, able to address Africa's most pressing development challenges.

Germany is supporting the African Union (AU) in the establishment of the Pan African University (PAU), as a continental network of science and technology institutes.

### **Your tasks**

As the Procurement Officer, you are responsible for the procurement of services and goods necessary to the operations of the Institute in compliance with African Union Commission (AUC) rules and regulations. You are also responsible for the logistics at the Institute.

You will be working full time at PAUWES (Tlemcen, Algeria), report to the Director of the Institute and work closely with a team of Algerian and international experts.

Your main tasks will be as follows:

- **Procurement**
  - Assess the needs of PAUWES team and recommend the purchase of necessary goods and services
  - Organise the procurement according to AUC rules and regulations
  - Collect offers from various providers when necessary
  - Organise call for tenders at Institute's level when necessary
    - Drafting and publishing the call
    - Collecting the offers and organising the selection committee
    - Document the selection process
  - Organise call for tenders in relation with the AUC Procurement department above a defined threshold
  - Develop and manage goods inventory and stocks
- **Logistics and maintenance**
  - Guarantee the daily operations of the Institute regarding logistics (classrooms management, cleaning, small equipment management...)
  - Monitor the maintenance of the Institute and proceed with small repairs when necessary

As the capacity and institutional development of PAUWES is in progress, we expect the IT Officer to be flexible regarding the responsibilities and tasks that might arise and to adapt to changing processes and circumstances.

### **Your profile**

You should be employee at the University of Tlemcen in full time and hold a Bachelor degree preferably in Administration, Accounting or Finance and have at least 3 years experience in working in procurement. A previous experience within higher education sector is an asset.

During your professional career, you have successfully implemented and documented processes and administrative procedures. Your rigour, method and organisational skills are outstanding.

As an individual, you should be able to work in a cross-cultural environment and engage with diversity effectively. You are highly flexible and resilient under pressure.

We expect candidates to have proficiency level in English and French, Arabic is an asset.

### **Assignment period**

Full-time position from 12.02.2017 to 31.12.2017

### **What we offer you**

Basic salary paid by the Algerian Ministry of Higher Education (through University of Tlemcen) and Top-up paid by the African Union Commission (through the Institute)

### **Application and contact information**

Detailed CV and cover letter to be sent to [career.pauwes@gmail.com](mailto:career.pauwes@gmail.com) until February 4<sup>th</sup>, 2017