

**Terms of Reference (ToR)**

Monday, September 26, 2022

**Job Title:** Procurement and logistic officer  
**Duty station** Turkey - Gaziantep  
**Line Manager:** Procurement Manager  
**Number of vacancies required:** 1

**work nature** Full-time**About Horan Foundation**

Horan Foundation (HF) is a non-governmental, non-profit making, national organization. It was established in May, 2012 in response to the humanitarian needs resulting from the current situation and the humanitarian crisis in Syria to alleviate the suffering of the Syrian people. HF operates in different sectors, implement various projects and programs.

**Job Details****Job Summary:**

The procurement and logistics officer will work under the supervision of the procurement and logistics manager located in Gaziantep, Turkey. Mainly responsible for the implementation and evaluation of all supply chain logistics activities and procedures. Responsible for delivering timely, effective, and accountable logistics support for HF's logistics and procurement policy.

**Main Responsibilities and Tasks :**

- Develop and ensure adherence to HF's supply chain and procurement policy and procedures in accordance with the highest standards;
- Adopt the highest standards of ethics and integrity through open and fair competition;
- Negotiate with suppliers to obtain the best terms which optimize quality, delivery, cost, flexibility, quantity and service at all times to operate with the highest ethical standards;
- Monitor on a daily basis the movement of the local market and update the related forms accordingly;
- Responsible for resolving disputes with regard to quality, quantity, the delivery date where the transaction set-up dictates;
- Prepare a weekly report on accomplished tasks and share them with the procurement & Logistics Manager;
- Work closely with HF's supporting departments and other projects to ensure the maximum impact within the targeted areas;
- Work closely with team to ensure the effective and accurate implementation of all logistics and procurement activities;
- Responsible for archiving and documenting all the related file in a professional manner;
- Proper and professional communication with all HF's supporting departments;
- Other tasks assigned by the supervisor corresponding to the needs and the context.

**Qualifications / Technical Skills:**

- Minimum university degree in a related field (economics, public relations, business administration, etc.);
- Two years or more experience in procurement and logistics work;
- Experience in working within the humanitarian field;
- Familiarity with the humanitarian context affecting communities in Syria;
- Proficiency in Microsoft Office software, particularly MS Word, MS Excel and MS Outlook;
- Good level of English;
- Experience of working for humanitarian organisations is desirable.

**Interpersonal, Communication and Coordination Skills:**

- Excellent negotiation and problem-solving skills;
- Ability to cope with a challenging and constantly-evolving humanitarian work environment, often under pressure;
- Strong commitment to humanitarian relief and disaster operations;
- Flexibility.