

Center for Career Planning & Placement (CCPP) Graduate Placement Services (GPS)

JOB VACANCY FORM®

IMPORTANT: The information presented in this document can be shared only internally at UAE University!

Job Reference No.: JV215

Company Name: **Abu Dhabi Fund for Development**

Company Type: Government



صندوق أبوظبي للتنمية
ABU DHABI FUND FOR DEVELOPMENT

Job Position/Title:	Procurement officer	Academic Major:	Management
Salary Range:	36,000 AED	Years of Experience:	Fresh graduate
Job Location:	Abu Dhabi	Job Type:	Full-time
Nationality:	UAE Nationals only	Gender:	Male & Female
Job Description:	Plans, prioritizes, assigns, supervises and reviews work of staff responsible for purchasing including technical and specialized procurement of supplies, equipment and services. Requires extensive knowledge of policies, procedures and practices. Responsible for departmental administrative issues such as maintaining/revising policies and procedures and website, reporting minority business participation/monthly volume processing/subcontract plan utilization. Assumes responsibility and oversight of large and complex purchases involving use of Requests for Proposals. Assists departments with specification development, drafts RFP, obtains State approval, and serves on evaluation committee. Provides input on budget. Proposes salary raise within budget. Monitors and obtains best price for office expenditures. Approves payment of invoices and directs purchasing card expenditures for office. Negotiates copier maintenance contracts. Reviews, analyzes and approves all purchases where award is not made to the low bidder to ensure justification exists and policy is followed. Reviews, analyzes, researches and approves purchases of a non-competitive nature. Resolves problems and protests concerning bid solicitations, contract awards or contract performance as the need arises. Addresses unauthorized purchases. Conveys decisions both verbally and in writing referencing law and policy. Meets with or speaks to interested vendors concerning potential source for supply and service. Develops and maintains an effective working relationship with vendors and fosters relations between suppliers and University departments.		
Minimum Qualifications:	Bachelor degree		
No. of Positions Required:	2		
Job Close Date:	Open Until Filled		

To Apply, UAEU Graduates/Alumni should send their CVs to:

ahalsuwaidi@adfd.ae And JN@uaeu.ac.ae

Please mention "**Job Reference No.: JV215**" in your email title in case we lost your information during filing.
Only doc/PDF/Zip files are acceptable

