

Center for Career Placement & Alumni
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.: JV578

Company Name: Masdar Institute of Science and Technology



Company Type: Semi-Government

Job Position/Title:	Procurement and Contracts Officer	Academic Major:	Business/Management/Supply Chain Management & Logistics
Salary Range:	Very Competitive Package	Years of Experience:	3-5 years of experience
Job Location:	Abu Dhabi	Job Type:	Full-time
Nationality:	UAE Nationals	Gender:	Male
Job Description:	- Negotiating contracts with vendors. - Maintaining relations with preferred vendors to ensure procurement of high quality merchandise, expedient delivery, and dependable service at optimum price. - Committing Institute funds up to authorized limit without prior approval and seeking and receiving approval from the Procurement Director for purchases above specified limit. - Analyzing markets to determine vendor's sources and product availability. - Coordinating compilation and preparation of reports and analyses setting forth progress, adverse trends, and appropriate recommendations or conclusions. - Purchase reapproved items. - Develops bids for assigned goods. - Evaluate bids to ensure compliance with specification. - Ensure compliance of purchasing activities with MI regulations. - Prepare contract documents and bidders list, including inquiry preparations, request for bids. - Receive requests; obtains estimates; updates records, initiates paperwork and follows up on request for approval of work not previously covered in the contract; processes and obtains approval of contract changes. - Establish and updates records of all correspondence related to contract activity. - As necessary, liaise with Legal, for clarification and direction about legal aspects and liabilities - Periodically review and check contracts to ensure compliance. - Vendor Registration - Maintain proper source channel for potential supplier		

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	• Manage and control all legal documents for the vendor during registration (NDA, Trade License, Profile) • Pre-Qualification grading for all vendors
Minimum Qualifications:	Bachelor's Degree
No. of Positions Required:	1
Job Close Date:	Open until Filled

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

nabdulla@masdar.ac.ae

JOB NAVIGATOR

Locating Your Career Path



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