



VACANCY ANNOUNCEMENT

Logistics and Procurement Assistant

Inclusive Socio-Economic Development Project in Beni Mellal Khenifra (ISED-BMK)

Project Description:

FHI 360, a US-based non-profit organization seeks qualified candidates for the position of Senior Accountant based in the Beni Mellal to support a USAID-funded project to promote socio-economic inclusion within marginalized areas of Morocco through the improvement and institutionalization of participatory governance, and enhancement of business and livelihood opportunities in the Region.

Position Description:

Under the supervision of the Logistics and Procurement Coordinator, the Logistics and Procurement Assistant will ensure the smooth running of FHI 360 purchasing and logistics operations. In liaison with component leads, facilitate the acquisition of goods and services at the lowest cost and at the best possible quality, and ensure the maintenance of the inventory of assets of FHI 360 and the project.

- Follow up on requests for quotes and calls for tenders.
- Prepare offer analyzes.
- Contribute to the preparation of purchasing files.
- Ensure the application of procurement procedures for goods and services in each purchasing process.
- Coordinate with hotels, transport firms, food suppliers, and other product/service providers for the smooth implementation of project activities.
- Check invoices and timeliness of deliveries for compliance with the purchase order before sending for payment.
- Contribute to updating the supplier database with new verified providers.
- Assist with the inventory of project equipment.
- Contribute to inventory management as well as periodic inventories.
- Support the monitoring of maintenance contracts for the upkeep of all materials and equipment.
- Lead in the physical archiving of documents.
- Support the logistical organization of activities.
- In relation with drivers, ensure the timely renewal of vehicle insurance policies and stickers.
- Carry out any other task requested by the supervisor for the proper functioning of the services.



Minimum Qualifications:

- Have 3-4 years of experience in project purchasing management.
- Experience in procurement with donors such as USAID
- Hold a bac +2 diploma in management or logistics or equivalent diploma.
- Be able to speak and write Arabic, French. English would be an asset.
- Have good communication and negotiation skills.
- Have skills in using computer tools.
- Being able to maintain a team spirit in the service for the proper functioning of the mission

Start date: October 1, 2023

Post location: Beni Mellal, Morocco

To Apply

Please submit a copy of your CV and a cover letter to: Morocco.ised@fhi360.org and put in the subject line of your message: “**Logistics and Procurement Assistant**”. The application package includes:

- A copy of your CV
- A cover Letter.
- Three professional references of similar positions.

CVs will be reviewed as they are received and will continue to be received and reviewed until the position is filled. The selected candidate must commit to living full-time in Beni Mellal city.

[Applications will be received and reviewed on a rolling basis until the position is filled.](#)

The ISED-BMK project is strongly committed to hiring qualified women, young people, and people with disabilities and would like to receive their CVs as well as those of other qualified people.

FHI 360 is an equal opportunity employer and encourages qualified women, youth, and people with disabilities to apply. FHI 360 does not discriminate on the basis of race, religion, gender, ethnicity, age, disability or on any other basis unrelated to the skills and experience of the applicant.