

Vacancy Announcement International Business College Mitrovica (IBC-M)

International Business College Mitrovica (IBC-M) is a leading institution of higher education that offers high-quality and attractive undergraduate and graduate programs. We are seeking a highly motivated and experienced persons, for the following positions:

Position Title: Procurement Officer

Location: Mitrovica

Main responsibilities:

- Develop and implement procurement policies and procedures to ensure compliance with Kosovo laws and regulations, as well as best practices in procurement management.
- Coordinate the procurement process from planning to contract award, including drafting of bid documents, conducting bid evaluations, and negotiating contracts.
- Identify and evaluate potential suppliers and maintain supplier relationships.
- Ensure that procurement activities are conducted in a transparent and ethical manner, in accordance with IBC-M's code of conduct.
- Manage the procurement budget and ensure that procurement activities are conducted within budgetary constraints.
- Monitor and report on procurement performance and provide recommendations for improvement.

Qualifications:

- Bachelor's degree in Economy, Finance, Business Administration, Supply Chain Management, or related field. Master's degree preferred.
- At least 5 years of experience in procurement management, preferably in a higher education institution and/or public organization.
- Strong knowledge of procurement principles and practices.
- Experience with procurement processes, including drafting of bid documents and negotiation of contracts.
- Strong analytical skills and attention to detail
- Excellent written and verbal communication skills in English.
- Ability to work independently and as part of a team.
- Proficiency in Microsoft Office and procurement management software.

How to apply:

If you are interested, please send your letter of motivation, CV and your notarised copies of diplomas and certificates to ibcm_vacancy@ibcmitrovica.eu

In the subject field, please put: **Procurement Officer**. The deadline to apply is **May 3rd, 2023**.

Only shortlisted candidates will be contacted for an interview.