



The Latin Patriarchate of Jerusalem is currently looking for qualified candidates for the current job post; **Procurement and Contracting Officer – full time duty**, to join the procurement unit within the Operations Department under the direct administrative and functional supervision of the Procurement and Contracting Manager at HQ offices in Jerusalem.

#### General Overview:

Under the supervision of the General Administration of the Latin Patriarchate of Jerusalem, reporting directly to the Procurement and Contracting Manager, the Procurement and Contracting Officer will be responsible for providing procurement and contracting services to the convent and all administrative departments and external segments of the Latin Patriarchate of Jerusalem (LPJ). S/He will provide support in the implementation of LPJ's procurement strategy, sourcing activities, contract management processes, and supplier relations. The role aims to ensure the efficient, transparent, and cost-effective execution of procurement activities in compliance with organizational policies, Standard Operating Procedures (SOPs), and applicable regulations, while contributing to continuous improvement and the achievement of LPJ's operational objectives.

Work involves traveling to LPJ's offices, entities and external departments within the region.

#### Responsibilities and tasks:

##### Planning and Coordination

- Support the implementation of LPJ's procurement and contracting strategies, policies, and procedures.
- Contribute to procurement planning and sourcing activities in line with organizational objectives and budgets.
- Prepare procurement reports and maintain accurate records of procurement activities.
- Identify opportunities to improve procurement processes and operational efficiency.

##### Procurement Management

- Manage the procurement processes for LPJ convent, entities, offices, and departments, including supplier identification, quotation solicitation, bid evaluation, purchase order preparation, and contract award in accordance with approved SOPs.
- Conduct market research, price analysis, and supplier assessments, and maintain an accredited vendor database to support efficient and cost-effective procurement.
- Coordinate the procurement of goods, services, and equipment, ensuring compliance with approved procurement and financial procedures.
- Issue and process purchase orders, track deliveries, and verify the receipt of goods and services against invoices and supporting documentation.
- Monitor supplier performance to ensure quality standards, timely delivery, and effective contract execution.
- Implement and maintain internal procurement controls, ensuring proper follow-up of requests, accurate record-keeping, and timely billing and payment processes.

##### Contract Management and Compliance

- Participate in the assigned procurement committees in compliance with the approved related SoPs.
- Assist in the preparation, review, and administration of contracts and purchase orders.
- Maintain contract files and monitor contract implementation, renewals, and amendments.
- Ensure compliance with organizational policies, legal requirements, and procurement procedures.
- Identify and mitigate procurement-related risks and support the resolution of supplier issues when required.

##### Suppliers' Relations

- Establish and maintain effective working relationships with suppliers and service providers.
- Support supplier performance evaluations and vendor assessments.
- Contribute to the identification and development of new supplier sources to promote competition and quality service delivery.
- Follow up on procurement requests related to maintenance and operational needs across LPJ departments and entities.



Financial and Administrative Support

- Monitor procurement expenditures and support budget tracking activities.
- Assist in procurement forecasting, reporting, and expenditure analysis.
- Coordinate with the Projects' Management Unit, the Engineering Unit and the Finance Department regarding payments and procurement-related documentation.
- Maintain fixed assets registration and related procurement records.
- Manage filing system both electronically and hard copy, update, and record procurement actions.
- Carry out any additional procurement-related duties assigned by the Procurement and Contracting Manager.

General

- Perform all duties with strict confidentiality, professionalism, and adherence to internal control, ethical, and compliance requirements.
- Discharges responsibilities in an ethical manner.
- Updates job knowledge by participating in educational opportunities.

**Requirements:**

- A minimum of a Bachelor's Degree in Business Administration, Supply Chain Management / Procurement or any related field.
- Proven 5 years of relevant work experience in procurement and contract management.
- Strong knowledge of procurement and contracting guidelines and procedures.
- Valid **Israeli** Driving License.

**Competencies:**

- Excellent communication and reporting skills (both oral and written) in Arabic, English and Hebrew.
- Analytical with strong organizational and negotiations skills.
- Knowledge of supply chain procedures, procurement principles, bid analysis processes and best practices.
- Proficiency in software MS. Office (Excel), Bisan and Outlook.
- Time-management skills, multi-task and excel in a deadline-oriented environment.
- Ability to work effectively both independently and as part of a team.
- Capacity to work in a multi-cultural environment.
- Adaptability and readiness to travel when required.
- Integrity and strong identification with LPJ Core Values.

All applications will be handled in strict confidentiality. A cover letter along with a curriculum vitae should be submitted in English no later than **June 15<sup>th</sup>, 2026** only by email at: [hr@lpj.org](mailto:hr@lpj.org)

Only short-listed candidates will be contacted.