



The International Committee of the Red Cross (ICRC) is an impartial, neutral, and independent organization whose exclusively humanitarian mission is to protect the lives and dignity of victims of war and internal violence and to provide them with assistance. It also endeavours to prevent suffering by promoting and strengthening humanitarian law and universal humanitarian principles.

The ICRC Delegation in Israel and the Occupied Territories (IL/OT), is recruiting a qualified candidate for the following position:

Buyer 1

Place of Employment	:	Jerusalem
Contract duration	:	1 Year contract, renewable (including 3 months' probational Period)
Occupation rate	:	100%
Starting Date	:	February 2024

Main responsibilities:

Under the supervision of the **Buyer 2** Jerusalem, the **Buyer 1 – Jerusalem** supports the procurement process in ILOT in accordance with ICRC rules and regulations. She/he conducts research into the availability of goods and services, independently carries out ordinary procurement for specific sector(s) up to a certain amount, drafts requests for tenders/quotes, selection tables and contracts and submits them to their hierarchical superior, follows up on purchases and deliveries and checks that they conform with specifications and contract details and ensures that risks are mitigated by performing the controls assigned to his/her role as described in the Logistics Risk and Control Matrix.

Education and professional experience:

- University degree in relevant field or Diploma in purchasing/procurement/supply chain
- Professional certification in purchasing, procurement or supply chain management is a an asset (i.e. CIPS, APICS Certified Supply Chain Professional Certificate (CSCP), Supply Professional Logistician (CPL)...etc)
- Confirmed technical skills in procurement
- Computer proficiency and good command in Word, advanced Excel, PowerPoint , and ERP software
- Risk management and strategic sourcing experience
- Contract management experience
- Good command of English, Hebrew and Arabic

Desired profile and technical skills:

- Good knowledge of the Palestinian and Israeli markets
- At least 3 years' experience in a similar position
- Good knowledge of and experience with financial rules, procurement procedures and supplier management
- High degree of initiative and organization, ability to work with limited supervision as well as strong priority-setting skills
- Proven capacity to work in a stressful environment and follow tight deadlines
- Ability to adhere to the organizations work ethics and code of conduct
- Strong negotiation skills
- Strong relationship management & communication skills
- Ability to effectively work in a team
- High attention to details
- Valid Israeli driving license

How to Apply

Interested applicants must submit an introduction letter and a resume **in English**, no later than **14 January 2024**, to jer_recruitment_services@icrc.org indicating in the subject line:
Buyer JER_Application_Your name

Only shortlisted candidates will be contacted