

Purchases and Contracts Senior Executive (UAE  
nationals ONLY)

Hamdan Bin Mohammed e-University

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Downloaded On: Dec. 22, 2024 3:51pm

Posted Oct. 8, 2024, set to expire Feb. 20, 2025

<b>Job Title</b>	Purchases and Contracts Senior Executive (UAE nationals ONLY)
<b>Department</b>	
<b>Institution</b>	Hamdan Bin Mohammed e-University Dubai Academic City, , United Arab Emirates
<b>Date Posted</b>	Oct. 8, 2024
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Senior Executive Officer
<b>Academic Field(s)</b>	Financial Planning/Budget Management Business & Administration
<b>Job Website</b>	<a href="https://www.hbmsu.ac.ae/about/employment/purchases-and-contracts-senior-executive-uae-nationals-only">https://www.hbmsu.ac.ae/about/employment/purchases-and-contracts-senior-executive-uae-nationals-only</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

## Purchases and Contracts Senior Executive (UAE nationals ONLY)

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### **Description**

The Purchases and Contracts Senior Executive support the purchase activities and assure purchase process is centralized, maintained and carried out in a timely and efficient manner in compliance with the University purchasing policy and procedures.

### **Main roles & responsibilities**

1. Assist in the development and updating of purchase plans, policy and procedures in alignment with HBMSU objectives and in compliance with applicable law and regulations.
2. Coordinate all administrative, contractual, and operational aspects of purchasing and partnerships.
3. Review and prepare requisitions, bid bonds, purchase orders, procurement expenses, contracts, invoices, and other purchase related documents and assure they are in line with HBMSU purchasing policy and applicable law and regulations.
4. Support relevant Divisions/Departments with quotations by preparing advertising bids, publish award notices and inform the unsuccessful tenders.
5. Maintain complete updated purchasing records, data and invoices in the system.
6. Ensure that all new Partners are registered on GRP /HBMSU Partners Portal.
7. Advise stakeholders on the requirements of 'Standing Orders' and the appropriate methods of supplier selection and fair competition.
8. Negotiate contracts, terms, and conditions with suppliers to ensure the best value and service for the University.
9. Adhere to internal and local information security and relevant health and safety laws, regulations, policies, and procedures.

### **Required qualification & skills**

#### **Professional Experience**

Minimum of 3 years professional experience in a similar or related field/position

#### **Education and Academic Qualifications**

Bachelor's degree in Management, Business Administration, or any other related field from an accredited University

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**Knowledge, Skills & Abilities**

- GRP hands-on experience.
- Ability to handle multiple tasks in a fast-paced environment
- Ability to establish and maintain effective working relationship with co-workers and superiors
- Ability to use independent judgment to analyze and resolve problems
- Excellent negotiation and customer service skills
- Database management skills
- Ability to gather and analyze statistical data and generate reports
- Organizing and time management skills
- Ability to prepare documentation
- Computer proficiency
- Excellent communication skills in both Arabic and English language

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**Contact Information**

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

**Contact**

United Arab Emirates