



TURQUOISE MOUNTAIN

Job Description	
Job Title	Senior HR and Procurement Officer
Contract Type	Full time – Office Based
Location	Bethlehem
Team	Admin and finance
Reports to (Line Manager)	Head of Finance and Administration
Job Purpose Summary	Coordinate and oversee procurement, grants, HR documentation, and operational compliance processes.
Key Responsibilities and Accountabilities	
<p>Core Responsibilities:</p> <p>Procurement and Admin:</p> <ul style="list-style-type: none"> -Coordinate procurement needs with teams to align with donor budgets and guidelines, by leading the development of an annual procurement plan. -Responsible for the procurement of goods, services, events, and construction works in line with TM policies and donor requirements, following receipt of quotations from the Logistics function, ensuring they are accurately matched to approved PRFs prior to initiating the procurement process. -Oversee the collection and organization of all documentation related to procurement and grants, including invoices, payment requests, deduction-at-source forms, and any supporting documents required by the Procurement and Finance teams to facilitate contracting and payments. -Analyze price quotations and coordinate the collection of technical and financial approvals from relevant departments. -Prepare and process Supplier Purchase Orders and Contracts, ensuring accuracy, completeness, and compliance with procurement procedures. -Review payment requests against contractual terms and approved documentation prior to submission to Finance for processing and recording. -Maintain organized, complete, and up-to-date procurement files and documentation. -Review Expense claims and advance payments and share it with leads for approval. -Support management in the follow-up of fund clearance applications and related regulatory approvals when required. -Coordinating travel bookings either through approved vendors or directly via corporate card in coordination with the Finance Officer, ensuring compliance with internal controls and documentation requirements. 	



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Grants Management

- Prepare grant contracts, amendments, and related reporting requirements in coordination with Programme and Finance teams.
- Oversee grant follow-up, tracking, documentation, and reporting in close coordination with Team Leads.
- Track grant timelines, budgets, deliverables, and compliance obligations to ensure adherence to donor requirements.

HR:

- Maintain staff contracts, personnel files, attendance records, leave tracking, and timesheet management, escalating any issues to the Country Director (HR oversight)
- Support CD in scheduling and overseeing Performance Review Evaluations.
- Support contract amendments, renewals, and HR documentation updates in compliance with TM policies and local regulations.

Assets & Systems

- Oversee fixed asset registration, tracking, and documentation in coordination with Finance.
- Maintain structured and updated procurement, financial, grants, and HR filing systems (physical and digital) in collaboration with the Finance Officer.

Policies & Capacity Development

- Contribute to the development, updating, and internal training of operational, procurement, HR, and compliance policies for the team.

SECURITY

- Support the Country Director in updating and drafting security policies, manuals, and standard operating procedures in line with organisational requirements.
- Ensure staff complete and submit travel risk assessments prior to travel, that documentation is properly maintained, and that arrangements comply with organisational safety requirements.
- Review travel approval requests, including routes, locations, and timing against the current security context, and provide final clearance for staff travel following completion of security checks and confirmation of mitigation measures.
- Monitor and track staff movements and ensure check ins and follow ups are conducted.



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This list is not exhaustive, and other duties may be required as determined by the needs of the organisation.

Person Specification

Professional Approach:

- Highly organised and process driven, able to manage complex documentation, approvals, and follow-up across multiple functions.
- Collaborative working style with the ability to coordinate across teams, suppliers, and partners to ensure compliance and timely delivery.
- Strong sense of accountability and attention to detail when handling contracts, payments, and regulatory documentation.
- Able to prioritise tasks in a fast-moving environment while maintaining procedural accuracy.
- Comfortable working with limited supervision and taking ownership of administrative systems and workflows.

Personal Attributes

- Practical and solutions-oriented with a hands-on approach to operational challenges.
- Reliable and trustworthy when handling sensitive financial, contractual, and HR information.
- Clear communicator able to follow up with colleagues, vendors, and grantees.
- Patient and methodical, with persistence in tracking documentation and resolving discrepancies.
- Team-oriented and supportive, while able to enforce organisational procedures when needed.
- Able to remain calm and organised when managing multiple deadlines and compliance requirements.

Qualifications

- Relevant fields such as business administration, accounting, logistics, HR, or related operational disciplines are desirable.
- Experience in NGO, development, or regulated operational environments is an advantage.

Specific Job Skills and Experience

- 5-8 years of professional experience in supporting or managing procurement processes, contracting, or operational administration.



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- Experience collecting and reviewing supporting documentation (invoices, payment requests, contracts, compliance documents).
- Experience with grant administration, donor compliance, or project documentation tracking is required.
- Experience maintaining organised filing systems (physical and digital) and audit-ready records.
- Experience coordinating travel arrangements and operational logistics locally and internationally.
- Ability to follow up with vendors, staff, and partners to obtain missing documentation and resolve issues.
- Experience supporting HR administration (contracts, leave tracking, timesheets, personnel files) is an required.
- Exposure to compliance procedures, approvals, or regulatory processes is required.

Skills and Abilities

- Strong IT skills, particularly Microsoft Office (especially Excel tracking and document control).
- Excellent organisational and record-keeping ability with strong attention to detail.
- Ability to manage multiple processes simultaneously while meeting deadlines.
- Excellent oral and written communication skills in both Arabic and English
- Ability to understand, and apply policies and procedures consistently.

Application Details

To apply, please submit the following in **one PDF document** to Vacany.ps@turquoisemountain.org:

In your application pack please include:

Cover letter and updated CV.

Only shortlisted applicants will be contacted for an interview.

Deadline for application: Saturday, March 7, 2026