



# TURQUOISE MOUNTAIN

## Terms of Reference

### **Procurement Assistant (Irbid)**

Jordan Country Office

#### ***Background***

Turquoise Mountain is a non-profit, non-governmental organization specializing in heritage based urban regeneration, traditional craft-training and connecting artisans to market opportunities. We seek to provide jobs, skills, and opportunities, through heritage. Since 2006 Turquoise Mountain has restored 150 historic and community buildings, trained 7,000 craftspeople, generated sales of more than \$17m in craft products and welcomed 1m visitors to our exhibitions worldwide.

#### ***Introduction***

The Turquoise Mountain Institute of Design, Crafts, and Economic Development proudly leads the way in embracing and reviving traditional crafts and sustaining economic growth. Committed to championing the exceptional cultural heritage of the Levant, the Institute's ambition is to strengthen the unique cultural and creative industries. Through a comprehensive educational program, members of the Institute learn the skills needed to succeed in the crafts sector. This facilitates artisans to attain financial autonomy by launching their enterprises and actively contributing to the economy.

Turquoise Mountain is set to implement a new program, focusing on sustainably strengthening and growing the businesses of Home-Based Businesses (HBBs) and Micro and Small Enterprises (MSEs) in the tourism and cultural sectors around northern heritage and nature sites in Jordan (Jerash, Ajloun, Umm Qais, Pella, and the Yarmouk Nature Reserve).

The purpose of this Terms of Reference (ToR) is to outline the responsibilities and tasks of the Procurement Assistant where he/she will be responsible for assisting TM Amman-based team in all matters related to procurement in Irbid.





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### ***Role and Responsibilities***

This role will be line-managed by the Procurement Department in Amman and will be responsible for the following tasks:

- Research and identify potential suppliers or vendors.
- Ensure precise documentation of procurement activities, encompassing purchase orders, invoices, contracts, and correspondence. Manage monthly invoices for timely payment by the finance team, while also tracking project assets, furniture, tools, equipment procurement and fulfilling donor-requested forms.
- Facilitate communication between local suppliers and the HQ procurement team.
- Collaborate with the HQ procurement team to secure favorable terms and conditions and follow donor requirements in all procurement operations.
- Regularly follow-up with suppliers and HQ teams.
- Create purchase orders and submit them to local suppliers on behalf of the HQ procurement team in addition to ensuring that purchase orders are accurate and include all necessary details with maintaining procurement records.
- Assist in planning and organizing meetings, workshops, or events.
- Arrange for timely delivery of goods to the HQ or other designated locations.
- Maintain open and regular communication with the HQ procurement team to provide updates, share information, and seek guidance.
- Assist in contractor selections by gathering procurement specifications and tender bids received from suppliers.
- Visit the HQ offices in Amman on weekly basis to provide all the supporting documentation to finance team.





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***Qualifications and Requirements***

- A minimum one-year experience in a relevant field.
- Thorough understanding of the local market dynamics and comprehensive knowledge of suppliers within the Northern region, particularly Irbid.
- Excellent communication, interpersonal, and networking skills.
- Excellent organizational and time management skills.
- Proficiency in MS Office suite and basic data management tools.
- Ability to work in a collaborative team environment and adapt to changing priorities.

***Working hours:***

5 days a week (Sunday to Thursday) from 9:00 am – 5:00 pm

***Contract Duration:***

18 months (3-month probation period)

***Location:***

Based in Irbid, Hashemite Kingdom of Jordan, with frequent visits to Amman.

***Application Process:***

- To apply, please submit your application via this [link](#) and include the following in the PDF format.
- A cover letter in English about your background, experiences, and motivations for this post explicating your experience (250 words).
- An updated resumé.

Only shortlisted applicants will be contacted.

***Application Deadline:***

The application pack – by e-mail must be received by no later than **25<sup>th</sup> of Feb 2024.**

