



TURQUOISE MOUNTAIN

Terms of Reference

Procurement Assistant

Background

Turquoise Mountain supports artisans and communities to protect and revitalise their heritage. Our work is rooted in the belief that cultural heritage has the power to transform lives. Founded in 2006 by His **Majesty King Charles III**, we work directly with artisan communities in Afghanistan, Myanmar, Saudi Arabia and the Levant. To date, we have supported over 11,500 artisans across 86 craft traditions, restored more than 170 historic buildings, and provided primary healthcare and education for artisans' families.

Context

Turquoise Mountain (TM) in Jordan focuses on traditional craft development and creating economic opportunities for artisans. TM's work includes restoring historic buildings, training craftspeople, and expanding access to both local and international markets. As TM's projects continue to grow across multiple countries, the need for specialized materials and services is also increasing.

The **Procurement Assistant** plays a key role in supporting the efficient and transparent acquisition of goods and services required for TM's activities. The successful candidate will assist in the full procurement process, maintain accurate records, ensure compliance with policies and donor requirements, and coordinate with Admin, Logistic, finance, and project teams. This position requires strong organizational skills and attention to detail to support the delivery of high-quality programs throughout TM's expanding portfolio.

Main Responsibilities

- Process purchase requests and create purchase orders as directed.
- Collect quotations and compare prices from suppliers.
- Maintain accurate records of all procurement documents and transactions.
- Ensure timely and accurate delivery of purchased goods; report any issues.
- Update procurement trackers/databases and keep filing systems organized.
- Assist with market research for goods and suppliers as required.
- Follow TM procurement policies and donor requirements at all times.
- Support budget tracking for purchases where needed.
- Support inventory checks and assist in maintaining updated lists of purchased goods and assets.



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- Provide regular updates on procurement activities to the line manager.
- Carry out any related tasks assigned by the line manager.

Qualifications & Experience

- Bachelor's degree or diploma in business, administration, or a related field preferred.
- Previous experience in procurement or administration is an advantage.
- Good computer skills, especially in Excel and Word.
- Fluency in Arabic and good working knowledge of English (spoken and written).
- Strong commitment to accuracy, reliability, and integrity.
- Effective communication and interpersonal skills.
- Strong attention to detail and organization.
- Ability to work as part of a team.

Working Conditions:

- **Contract:** Full-time, 12 months with a 3-month probation period.
- **Working hours:** Sunday to Thursday, 9:00 am – 5:00 pm (with occasional flexibility for project events).
- **Location:** Jubeiha and Jabal Amman, Amman, Jordan (with possible field visits).

Application Process:

To apply, please submit your application via this [link](#) and include the following in the PDF format:

- Cover letter (max 250 words, English) describing your relevant experience and motivation for the post.
- Up-to-date CV.

Only shortlisted candidates will be contacted. Application deadline: **Feb 25th, 2026**