

# Procurement Officer

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Phone :

Web :



## Job Summary

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Vacancy :

Deadline : Jun 26, 2025

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Employment Status : Full Time

Experience : Any

Salary : NCA Salary Scale

Gender : Any

Career Level : Any

Qualification : Minimum bachelor's in commerce or other relevant fields.

## Job Description

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### About NCA:

NCA is one of the largest aid organisations in the Nordic region. We are there in disasters and emergencies to provide water and critical assistance to those affected. Together with our international network, we can reach millions of people each year and help make a positive difference around the world. We are determined to work towards eradicating injustice, and we therefore work passionately with advocacy, long-term development in local communities and providing emergency assistance. As we see more and more people impacted by disasters, we now have an even stronger focus on providing more people with emergency relief and access to clean water. We believe that people in need must be helped, and we will not stop fighting for a just world.

NCA is seeking a competent and highly motivated Procurement officer to join our team in Afghanistan. The Procurement Officer will work in close coordination with all departments on procurement and has key responsibility to work with partners. The NCA programmes in Afghanistan prevent and respond to economic empowerment, water, sanitation & hygiene (WASH), and humanitarian assistance. NCA works with local Afghan organisations, strengthening community ties through locally driven projects.

### Job Description:

#### Job Summary:

The Procurement Officer is responsible for executing day-to-day procurement tasks at the Kabul Country Office in full compliance with NCA and donor guidelines. The role supports timely and transparent procurement processes in NCA Kabul office, field offices and will provide support to the partner organizations. The Procurement officer will ensure digital archiving of the procurement files and compliance with Country Office local procedures in aligned with NCA procurement policy.

#### MAIN AREAS OF RESPONSIBILITY:

- Efficient and compliant procurement processes
- Procurement documentation and compliance
- Procurement planning and coordination
- Vendor Management and Market Research
- Partner capacity building and support

#### DUTIES AND RESPONSIBILITIES:

- Ensure procurement processes (planning, RFQs, RFPs, bid evaluations, contract drafting) in compliance with NCA and donor requirements.
- Coordinate with the logistics, warehouse, and finance teams to ensure the efficient flow of procurement, delivery, and payment processes.
- Prepare weekly project procurement updates for the procurement database and prepare monthly updates for SMT meetings
- Archive procurement files accurately (both digitally and physically) according to NCA retention policies.
- Maintain and update an approved vendor database with verified suppliers.
- Any other tasks assigned by the line supervisor.

### Job Requirements:

#### Qualification and other Requirements:

- Minimum bachelor's in commerce or other relevant fields.
- 4-6 years' experience from similar positions in another INGO.
- Knowledge of national procurement procedures in Afghanistan and market trends in Afghanistan.
- Excellent understanding of the donors and NCAs requirements and procedures. Knowledge and experience with different donors and their procurement requirements
- Detail oriented and Ability to read and Understand the Budgets

#### PERSONAL CHARACTERISTICS:

- Consistent in following procedures
- Honest with polite personality
- Problem solver

#### SKILLS:

- Language proficiency in English, Dari and Pashto
- Computer skills such as Excel, Word, PowerPoint and Microsoft Outlook

### Submission Guideline:

All qualified candidates are requested to open the given link and follow the instructions:

Applications will only be accepted via the following link:

Female applicants are encouraged to apply.

[https://ncaco.recman.no/job.php?job\\_id=432823](https://ncaco.recman.no/job.php?job_id=432823)

**NCA does not charge or have any registered agents for job application or any form of paid priority listing.**

**Application through the supplied web link is completely free.**

## Education & Experience

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## Must Have

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## Educational Requirements

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Minimum bachelor's in commerce or other relevant fields.

## Compensation & Other Benefits

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