

Junior Procurement and FSTP Coordinator Vacancy

Job Description

Job Title	: Junior Procurement and FSTP Coordinator
Location	: Tunis, Tunisia
Mission	: Leaders International Branche De Tunisia
Contract	: Open-ended contract
Start Date	: ASAP
Reporting to	: Project Manager and Operations HQ
Working Hours	: Full-time position (40 hours per week)

Leaders International

Leaders International is an international network of local organizations that plans, manages, and monitors innovation and economic development interventions in the region. Through its offices in Brussels, Amman, Tunis and Ramallah, Leaders International provides complete project-management services with a focus on private-sector development, enterprise development, job creation, entrepreneurship, D4D, economic policy dialogue, and tourism value chain development.

Job Summary

The Junior Procurement and FSTP Coordinator working for Leaders International, is a full-time position based in Tunisia. The Coordinator shall be responsible for evaluating suppliers, products, and services, negotiating contracts, travel services, and ensuring that approved purchases are cost-efficient and of high quality. The Coordinator's responsibilities include maintaining positive supplier relations, evaluating supply options, approving purchases, follow up on subgrants and maintaining accurate records. Additionally, the Coordinator will provide comprehensive administrative and technical support throughout the grants process, ensuring efficiency, compliance, and effective resource management. This position is crucial for facilitating the smooth operation of FSTP activities from inception through completion, including documentation, assessment, tracking, and reporting.

Job Task and Responsibilities

- Assist in developing, updating, and monitoring the projects' procurement plans to ensure timely and cost-effective acquisitions.
- Ensure that all procurement activities are conducted in strict accordance with Leaders International's procurement guidelines and relevant donor regulations.
- Draft and review pre-qualification documents, tender dossiers, and procurement packages for works, goods, and services.
- Establish and maintain a comprehensive and organized filing and documentation system for all procurement-related records and transactions.
- Lead procurement reviews (both prior and post) and ensure compliance with internal controls and audit requirements.

- Ensure complete supporting documentation is available for all transactions, in alignment with Leaders International and donor policies and procedures.
- Prepare regular activity reports, procurement status updates, and compliance recommendations for internal and donor use.
- Conduct field visits as needed to monitor project-related procurement activities and provide technical support.
- Support the full lifecycle of Financial Support to Third Parties (FSTP), including call design, application processing, and selection procedures.
- Coordinate the drafting, processing, and signing of subgrant and partnership agreements, ensuring alignment with project objectives and legal requirements.
- Provide targeted technical assistance to subgrantees regarding agreement terms, follow-up with service providers, documentation requirements, and compliance issues.
- Act as a primary point of contact for subgrantees, offering guidance and support to resolve any issues arising during the grant lifecycle.
- Track disbursements and deliverables from third parties and ensure timely submission of narrative and financial reports.

Qualifications, Knowledge and Experience

- Bachelor's degree in business administration, Accounting, Finance or related business field. Additional qualifications or professional degrees in the field are an advantage.
- Minimum 3 years of professional experience in procurement, preferably with NGOs, international organizations, or donor-funded projects.
- Familiarity with sub-grants mechanisms and reviewing procurement documentation submitted by third parties or implementing partners is an asset.
- The ability to work under pressure. Within teamwork arrangements.
- Excellent interpersonal and communication skills in both Arabic and English.
- Computer literacy (MS Word, and proficient in Excel and other software)
- Excellent planning and administration skills.

Personal attributes and other requirements

- Attention to Detail: Ensures accuracy in documentation, compliance checks, and procurement records.
- Organizational Skills: Capable of managing multiple procurement processes, timelines, and files simultaneously.
- Team Player: Works collaboratively with colleagues across departments and supports others to meet shared goals.

Please submit your CV to: vacancies@leadersinternational.org no later than July 03, 2025.

If your application is successful, you will be contacted to take a written test, attend an interview, and provide references (if needed).

Our recruitment procedures are based on a policy of equal opportunity that respects social and cultural differences, avoids discrimination of any kind, and encourages the creation of an inclusive work environment.