



Amilcar Petroleum Operations is seeking candidates for "Contracts & Procurement officer" position at the company's head office located in Tunis.

Please send your application: cover letter, resume, and the supporting documents by email to "recrutements@apo.com.tn".

The job title and reference number "Contract and Procurement (C&P) Officer – Ref: APO Ad. 02/2020" should be added to the subject line of the email.

The deadline for submission of applications is November 12th 2020.

Contracts and Procurement (C&P) Officer – Ref: APO Ad. 02/2020

The main purpose of the position is to be responsible for the procurement requirements for APO in accordance with the APO C&P Standards.

The position reports to the C&P Head of Department.

Candidates will be mainly required to:

- Perform all duties in accordance with company policies and procedures, and comply with all Tunisian regulations.
- Apply well-defined C&P processes under limited supervision and in compliance with C&P Standards and complying with Ethical Conduct Due Diligence standard.
- Use efficiently the C&P systems: mainly SAP, in order to improve the quality of C&P data.
- Participate in achieving best performance for C&P department.
- Develop Contracting Strategies, Tender Evaluation Plans and Tender Evaluation Reports for C&P activities and projects.
- Ensure contractor selection, award and performance management processes drive optimal HSSE (Health, Safety, Security and Environment) performance through risk assessment, HSSE KPIs, and Post-Award Contract Management.
- Ensure professional representation of the Company through responsible behaviour and appearance

REQUIRED EDUCATIONAL QUALIFICATIONS AND MAIN SKILLS:

- University completed degree (Minimum Bac+3).
- Fluency in English, Arabic and French languages- Written and Spoken.
- Good computer skill.
- Experience in the use of C&P systems and tools (mainly SAP) is highly recommended.
- Excellent communication and negotiation skills and ability to work in a team.
- Experience working in a similar position with international companies particularly in the oil and gas sector is preferred.