

Job Description: Events Procurement Officer

About the Al Qasimi Foundation

The Sheikh Saud bin Saqr Al Qasimi Foundation for Policy Research (AQF) is a leading philanthropic organization based in Ras Al Khaimah, United Arab Emirates. The Foundation supports the social, cultural, and economic development of RAK and the wider UAE through research, policy engagement, capacity development, and community programming.

The Foundation also curates the RAK Art Festival, an international platform showcasing contemporary art, cultural heritage, and digital innovation, attracting audiences from across the UAE and GCC.

Position Overview

The position combines strong technical knowledge of procurement processes with sound professional judgment in vendor selection, cost evaluation, and contract coordination. The Purchasing Officer oversees the preparation of purchase requisitions and purchase orders, monitors supplier performance, and ensures proper documentation in line with internal policies. The role maintains transparency, ensures value for money, and upholds the Foundation's financial and regulatory standards.

In addition, the Purchasing Officer demonstrates a keen understanding of operational requirements, particularly in relation to events, services, workshops, and student engagement activities. The role requires strong coordination skills, a good understanding of materials and services required for events, and the ability to ensure timely sourcing and delivery of items. The position also involves effectively prioritizing multiple requirements and coordinating with different service providers and vendors to ensure smooth execution of activities and programs.

Key Responsibilities

1. Vendor Sourcing, Market Research & Relationship Management

- Conduct market research to identify qualified vendors and service providers for events, festivals, and programs.
- Evaluate vendor capabilities, experience, and past performance.
- Maintain and update an approved vendor database and performance records.
- Identify alternative suppliers to ensure competitiveness and continuity of supply.
- Build and maintain strong working relationships with vendors and service providers.
- Stay informed on market trends, pricing benchmarks, and new event-related products and services.

2. Procurement Coordination & Event Delivery Support

- Source vendors based on event requirements, timelines, and budget constraints.
- Coordinate with vendors to confirm specifications, availability, and delivery schedules.
- Ensure timely procurement and delivery of event materials, equipment, and services.
- Liaise between internal teams and vendors to clarify requirements and resolve issues.
- Monitor vendor performance during delivery and execution to ensure smooth event operations.

3. Quotations, Evaluation, Negotiation & Purchase Order Processing

- Review and compare quotations based on cost, quality, technical compliance, and timelines.
- Conduct commercial and technical evaluations with relevant departments.
- Negotiate pricing, payment terms, and service conditions to achieve value for money.
- Prepare evaluation summaries and recommendations for management approval.
- Process purchase requisitions and purchase orders (POs) in line with procurement policies and approval workflows.
- Track PR and PO status to ensure timely approval and issuance.
- Maintain accurate procurement records for reporting and audit purposes.

4. Contracts, Asset Tracking, Reporting & Continuous Improvement

- Support coordination of event-related contracts and service agreements with vendors.
- Ensure contracts clearly define scope of work, deliverables, timelines, and payment terms.
- Monitor vendor compliance and manage contract amendments or extensions when required.
- Maintain inventory of event-related assets, including reusable materials and equipment.
- Track issuance, return, and condition of assets before and after events.
- Analyze procurement data, spending patterns, and vendor performance to support planning and decision-making.
- Identify cost-saving opportunities and recommend improvements to procurement workflows, templates, and evaluation practices.

Candidate Profile

Qualifications & Experience

- Bachelor's degree in Management, Commerce, or a related field.
- Minimum of three years of relevant professional experience in a high-profile event management environment.
- Knowledge of ISO standards and risk management practices is desirable.
- Experience using SAP is preferred; willingness to learn is essential.

Skills & Competencies

- Strong analytical and negotiation skills.
- Experience in vendor management, vendor sourcing, evaluation, and performance monitoring.
- Excellent planning, negotiation abilities and organizational skills.
- Understanding of event materials, services, and logistics requirements.
- Ability to interpret technical specifications and drawings.
- Inventory and asset management knowledge.
- Strong communication and stakeholder coordination skills.
- Adaptability and proactive problem-solving.

Compensation & Benefits

- Competitive, tax-free salary
- Healthcare benefits
- Professional development opportunities
- Value-driven organizational culture.

Application Requirements

Candidates must provide:

- CV
- Cover Letter