



مدرسة الخور الدولية
AL KHOR INTERNATIONAL SCHOOL



Finance & Procurement Officer (Local Hire Only)

Al Khor International School is one of the largest international schools in the Middle East with over 4,000 students. We are owned by Qatargas, the world largest producer of liquefied natural gas. The school has exceptional facilities and is located in Al Khor Community, 40 minutes north of Qatar's capital city Doha.

The Role

We are looking for a proactive individual who will assist in the operations of Finance & Procurement Department in accordance with our School's established policies and procedures.

The successful candidate will be responsible for the following duties:

- Regular Procurement communication with all budget holders
- Development and control of order schedule
- Oversight of the Educational Requisites Stock Control Program
- Monthly financial reporting

The Candidate

The successful candidate shall possess:

- Advanced bookkeeping/accounting
- A professional diploma in Procurement and Supply (Level 2) from Chartered Institute of Purchasing and Supply (CIPS) or equivalent
- Some knowledge of Procurement SAP, Material Management and CWO
- 4-7 years of relevant experience in finance and/or procurement.
- Data Analysis and Spreadsheets
- Understanding of procurement policies, procedures and work methods
- Family sponsorship (husband or father)

As part of the pre-employment checks the successful candidate will be required to produce copies of her legalised qualifications and a recent police certificate.

This is a great opportunity to join an international school that is building on its already successful results and reputation, and is committed to becoming an outstanding school and centre of excellence in the region.

Al Khor International School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Appointments are made subject to appropriate vetting procedures, including references and police checks.

To apply please send a completed application form, cover letter and CV to recruitment@akis.sch.qa

To view all our current vacancies please visit our website: www.akis.sch.qa

The deadline for receipt of applications for this position is **05 August 2018**.
Only shortlisted candidates will be contacted