

Job Title: Procurement Assistant

Location: Maiduguri, Borno State

Job Type: Full Time

Qualification: BA/HND

Duration: 6 Months

About ALSAR

Anchor for Life Support and Resilience (ALSAR) is a nationally recognized non-profit organization in Nigeria, founded in 2022. We are dedicated to driving positive change in rural communities through our WASH, Protection (GBV and CP), Climate Action, Education, Livelihood, Health, and Nutrition programs. Our mission is to transform the world into a peaceful and resilient global community by empowering individuals and societies through education, skill-building, and sustainable, inclusive programs.

Key Responsibilities:

- Support the procurement department in acquiring goods and services in line with ALSAR's procurement policies and donor regulations.
- Assist in preparing, reviewing, and processing purchase requests, quotations, and contracts.
- Maintain up-to-date procurement records, supplier databases, and inventory documentation.
- Monitor supplier performance, delivery timelines, and quality compliance.
- Coordinate with program and logistics teams to understand procurement needs and priorities.
- Ensure transparency, accountability, and value for money in all procurement activities.
- Support the organization of procurement committee meetings and maintain proper documentation of decisions.
- Assist in resolving procurement-related queries and ensure compliance with national and organizational standards.

Qualifications and Competencies:

- Bachelor's degree or HND in Business Administration, Economics, Supply Chain Management, or a related field.
- Minimum of two years' experience in procurement or logistics, preferably within a non-profit or humanitarian organization.
- Sound knowledge of procurement processes and vendor management.
- Excellent communication, negotiation, and organizational skills.
- Strong attention to detail, accuracy, and ability to work under pressure.
- Proficiency in Microsoft Office applications (Outlook, Excel, PowerPoint, Word).

How to Apply

Interested and qualified candidates should send their CV and Cover Letter to:

recruitment@alsars.org cc: hr@alsars.org

Use "Procurement Assistant" as the subject of your email.

Application Deadline: 20th November 2025

ALSAR is an equal opportunity employer. We strongly encourage women to apply.