



Financial and Procurement Officer (Re-advertisement)
From 25th February 2025
To 6th March 2025

The National Council for Human Rights (NCHR) is re-advertising the Financial and Procurement Officer post for the “Support to the National Council for Human Rights” project, which is funded by the European Union in cooperation with National Council for Human Rights in Egypt.

Please submit your CV to the following email:

nchregypt2003@gmail.com. Deadline to receive application will be the 6th March, 2025

Financial and Procurement Officer (Re-advertisement)

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Main Responsibilities:

Financial administration:

- Preparing payments and ensuring proper documentation of all supporting documents;
- Recording all expenditures in the monthly financial report workbook;
- Processing payments and maintaining individual staff mission expenditure, advances and balances;
- Assisting the Programme Manager in updating and maintaining the books of accounts, records, inventory and files in order as well as performing quarterly asset verification exercise;
- Assist in preparation of activity budgets for program activities;



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Procurement support:

- Preparation of consolidate documents for procurement of goods, works, technical and consulting services.
- Preparing: procurement documents (e.g., invitations to bid, standard bidding documents, bid clarification and eventual amendments, bid evaluation reports,).
- Keeping an effective system for monitoring of procurement process and contract implementation (recording the dates of all important approvals, contract awards, amounts etc.), as well as an adequate system record keeping system to ensure quick finding of procurement information.
- Organizing and help managing pre-bid conferences; conduct the bid opening process and prepare the minutes of bid opening; in due time for bid evaluations, organize and support evaluation committees, take part in the evaluation committees,
- In tracking progress of procurement/Contract activities against the plans set
- Highlight variations in progress, record reasons and report to line manager on monthly basis
- Verification of contractor's invoices as per work/purchase
- Review current processes for procurement and make recommendations where appropriate.
- Provide periodic reporting for management on purchasing, controls and
- Teach and educate managers and associates about the procurement process control.

Qualification and Experience

- Bachelor degree in finance, management or other related field,
- At-least 5 years plus of overall administrative experience with broad financial and operations management experience
- Hard working, detailed oriented, and able to manage multi-task effectively;
- Good administration and interpersonal skills; an
- Ability to work effectively under pressure.

Knowledge and Competence

- Sound knowledge of computer literacy such as Microsoft Word, Excel, Access, and PowerPoint Presentation is required.



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- Ability to solve practical problems and deal with variety of variables.
- Ability to take initiative to complete tasks and solve problems.
- Excellent written and verbal communication in English and Arabic languages.

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