

**Job name: Procurement Expert**

**Employment term: Non-permanent**

**Category: Construction, renewable energy**

**Job type: Part time**

**Location: Yerevan and 3 marzes (Lori, Tavush, Gegharkunik)**

**Job description:**

ESF is seeking for an experienced Procurement Expert for Renewable Energy Engineer for implementation of “Small scale renewable energy/energy efficiency measures in public buildings and pilot insulation at household level” project financed by GIZ Armenia. In this exciting and dynamic role, he/she will be responsible for development and implementation of sourcing within the Project’s all activities in 3 regions/marzes of Armenia.

The project aim is to promote innovative and potentially scalable energy efficiency and renewable/alternative energy solutions and initiatives for low-income households as well as public buildings. The initiative will be implemented in three target regions (marzes) of Armenia: Lori, Tavush and Gegharkunik particularly focusing on deforestation mitigation in the forest rich marzes (Tavush and Lori) and areas, while in forest poor areas the focus will be on mitigating the economic, social and health impact of non-wood biomass combustion for heating (such as dung) among rural population, while retaining its role in the agricultural value chain.

At household level the pilot of (partial) insulation will target at least 20 households (HH) and at public building level the target is to cover 50 community buildings with small-scale EE/RE solutions (solar water heaters (SWH), small PV-roof top installations (up to 5 kW) and basic insulation). Priority is given to public infrastructure with special importance for women and youth like kindergarten, health stations, cultural and sports centers, botanical gardens, local museums, etc.

**Job responsibilities:**

- Planning, creating, and processing timely requisitions and purchase orders for raw materials, sub-assemblies, and finished goods for the needs of the activities within the Project
- Tracking orders
- Ensuring on-time deliveries
- Working with Quality Assurance for inspection upon delivery to ensure orders are filled correctly and that goods meet specifications
- Developing strong relationships with key suppliers and measure suppliers’ performance based on cost, quality, delivery, and service level
- Communicating with suppliers daily and organizing meetings to resolve supply issues
- Initiating corrective actions on bad materials and following through the resolution with suppliers
- Researching and identifying prospective suppliers of assigned categories
- Analyzing industry and demand trends
- Reporting of issues related to sourcing to the Project Manager

**Requirements to the candidate:**

- Bachelor's degree in economics, engineering, business administration, or supply chain management
- Supply chain experience working on complex procurements or related experience in strategic sourcing and subcontract management
- Strong analytical skills and the ability to apply critical thinking in every step during the sourcing process
- Experience with price analyses, source selection and justification
- Good verbal and written communication skills
- Fluency in Armenian and English
- Ability to travel to locations of the Project
- Candidates from Artsakh have the priority during the selection process

**Interested candidates should submit a cover letter and a resume to [apasoyan@esfarmeria.org](mailto:apasoyan@esfarmeria.org).**

### **About Employer**

The Foundation to Save Energy (ESF) was founded in 2003 and has since worked with a number of donors and NGOs to promote awareness on energy efficiency issues particularly in the residential sector where utility bills are a burden for the low-income households. The Foundation unites economists, engineers and environmentalists, finance and banking experts seeking material efficiency, minimization of environmental footprint, cost minimization with the overall aim of building a pathway to green economy and sustainable energy futures. For more information about our expertise and projects please check our web-site: <https://www.esfarmeria.org/>