

TERMS OF REFERENCE

ITF File No: 04-2-14/2-2/26

Position title: Procurement Manager

Duty station: Ljubljana, Slovenia

Type of engagement: Consultancy

Duration: 34 months

Expected start date: September 1st 2026, or after, depending on project implementation start

1. Background

ITF Enhancing Human Security (ITF) is a humanitarian, non-profit organization established by the Government of the Republic of Slovenia in 1998. ITF is dedicated to reducing threats arising from post-conflict and other crises, while also addressing broader dimensions of human security, and has been active in more than 30 countries and territories worldwide.

ITF implements projects in humanitarian mine action, weapons and ammunition management, victim assistance, rehabilitation, risk education, capacity development, and other areas of post-conflict recovery. ITF works with national authorities, international organizations, donors, local institutions, and implementing partners to contribute to safer and more resilient communities.

ITF is seeking a Procurement Manager to lead and oversee procurement activities for an EU-funded project in Ukraine, who will work closely with ITF HQ and ITF Office Kyiv project team, suppliers, beneficiaries, project partners, and other relevant stakeholders to ensure that procurement processes are implemented efficiently, transparently, and in line with applicable rules and procedures.

2. Duties and responsibilities

The Procurement Manager will, under the supervision of the designated ITF HQ project team, be responsible for the effective, timely, and compliant implementation of procurement activities within the project.

Key duties will include:

- Leading and managing procurement-related activities in line with applicable ITF procedures, donor requirements, and project timelines;
- Preparing, coordinating, and overseeing procurement processes and related documentation throughout all stages of the procurement cycle;

- Ensuring that procurement files, requests for quotations, open call documentation, comparative analyses, communication records, and other supporting documents are complete, accurate, and properly maintained;
- Monitoring procurement progress and identifying potential delays or challenges that may affect the timely implementation of project activities;
- Ensuring compliance with applicable procurement procedures, contractual obligations, and relevant donor requirements;
- Coordinating with suppliers, service providers, project partners, beneficiaries, and ITF HQ and ITF Office Kyiv project team throughout the procurement process;
- Overseeing the coordination of delivery, acceptance, handover, and related documentation for procured equipment and services;
- Supporting the ITF HQ and ITF Office Kyiv project team in procurement planning and in aligning procurement activities with overall project implementation needs;
- Contributing procurement-related inputs to narrative reports, progress updates, internal project documentation, and other relevant records;
- Supporting the preparation of correspondence, procurement-related updates, presentations, and other materials required for project implementation;
- Participating in monitoring visits, field activities, meetings, and coordination activities, as required;
- Performing other related tasks as delegated by the ITF HQ project team.

3. Required qualifications and experience

Candidates should meet the following qualifications and experience requirements:

- A relevant university degree in business administration, economics, logistics, project management, public administration, international relations, or another relevant field;
- At least five years of relevant professional experience in procurement, project management, contract management, project administration, logistics, or related areas;

- Demonstrated experience in managing procurement processes, including the preparation of procurement documentation and coordination with suppliers or service providers;
- Prior familiarity with ITF procedures, or experience with comparable project and administrative procedures in international or non-profit organizations, is an advantage;
- Experience with donor-funded projects, EU-funded actions, or work in an international or humanitarian environment is an advantage;
- Good understanding of procurement principles;
- Strong written communication and report-writing skills, with the ability to prepare clear, accurate, and well-structured documents in English;
- Strong organizational, analytical, and problem-solving skills, with attention to detail and the ability to manage multiple tasks and deadlines;
- Ability to maintain accurate procurement records and ensure that documentation is complete and available for internal review, reporting, and audit purposes;
- Strong communication and interpersonal skills, including the ability to coordinate effectively with internal teams, suppliers, beneficiaries, and project partners;
- Excellent written and spoken proficiency in English and Slovenian;
- Proficiency in MS Office applications, particularly Word, Excel, and PowerPoint;
- Ability to work independently while maintaining close coordination with the ITF HQ and ITF Office Kyiv project team.

4. Working arrangements

The Consultant will be based in Ljubljana, Slovenia, and will work under the direct supervision of the designated ITF HQ project team. The engagement may include occasional travel related to procurement activities, project implementation, monitoring visits, deliveries, handovers, or coordination with relevant stakeholders.

The Consultant's detailed obligations, remuneration, and working arrangements will be defined in the consultancy contract.

5. Application process

Interested candidates are invited to submit a CV outlining their relevant experience to info@itf.si by the end of August 13th 2026

Please indicate “Application: Procurement Manager” in the subject line of the email.

Only shortlisted candidates will be contacted.

ITF staff and consultants are required to comply with ITF’s Code of Conduct and relevant Safeguarding and Anti-Corruption Policies. Recruitment is contingent on successful background and compliance checks.