

TERMS OF REFERENCE

ITF File No: 04-2-14/2-3/26

Position title: Procurement and Project Support Officer

Duty station: Ljubljana, Slovenia

Type of engagement: Consultancy

Duration: 34 months

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

I. 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 and Project Support Officer to provide procurement, coordination, administrative, and project implementation support for an EU-funded project in Ukraine who will provide substantive procurement, coordination, administrative, and project implementation support, working closely with the ITF HQ and ITF Office Kyiv project team, project partners, beneficiaries, suppliers, and other relevant stakeholders.

2. Duties and responsibilities

The Procurement and Project Support Officer will, under the supervision of the designated ITF HQ project team, be responsible for supporting the effective and timely implementation of project activities.

Key duties will include:

- Supporting the coordination and implementation of procurement activities throughout all stages of the procurement process;

- Facilitating coordination between the procurement team and overall project implementation, ensuring alignment of procurement-related activities with project timeline;
- Assisting the ITF HQ and ITF Office Kyiv project team in coordinating project activities and supporting effective day-to-day implementation;
- Supporting communication and coordination with project partners, including follow-up on agreed activities, deliverables, and timelines;
- Supporting, monitoring and tracking overall project progress and flagging potential implementation challenges;
- Contributing to the preparation, review, and consolidation of narrative reports, progress updates, meeting notes, procurement-related documentation, and other project records;
- Assisting in the organization of monitoring visits, field activities, meetings, and related logistical arrangements;
- Supporting the preparation of internal project updates, correspondence, presentations, and other materials required for project implementation;
- Supporting field activities and coordination with relevant stakeholders, including delivery and handover processes;
- Performing other related tasks as requested 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 project management, international relations, public administration, business administration, logistics, procurement, or another relevant field;
- Relevant professional, academic, internship, or other practical experience in procurement, project coordination, administration, logistics, reporting, or related areas;
- Experience supporting donor-funded projects and/or working in an international or humanitarian environment is an advantage;
- Strong written communication and report-writing skills, with the ability to prepare clear, accurate, and well-structured documents in English;

- At least one year of relevant professional experience in project coordination, procurement, administration, logistics, or related areas;
- Prior familiarity with ITF procedures, or experience with comparable project and administrative procedures in international or non-profit organizations, is an advantage;
- Good organizational skills, attention to detail, and ability to manage several tasks and deadlines simultaneously;
- Strong communication and interpersonal skills;
- Excellent written and spoken proficiency in English and Slovenian;
- Ability to prepare and manage tables, trackers, basic procurement documentation, and project-related records;
- Proficiency in MS Office applications, particularly Word, Excel, and PowerPoint;
- Ability to work independently while maintaining close coordination with the 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 project implementation, monitoring visits, procurement activities, 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 and Project Support Officer" 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.