



MUNICIPAL DEVELOPMENT AND LENDING FUND

Job Vacancy

The Municipal Development and Lending Fund (MDLF) is a financially and administratively independent institution juridical entity established by law No. 25 for the year 2016, to accelerate Palestine's drive toward high responsiveness, self-sustained, decentralized, prosperous, and creditworthy local governments. MDLF has been working intensively to improve the delivery of local infrastructure, municipal services, efficiency, and accountability and promote economic development.

The MDLF is seeking ***a qualified, experienced, results-oriented employee for the position of Procurement Officer***

Roles & Responsibilities

The appointed Procurement Officer is expected to carry out the following activities under the supervision of the Procurement Manager Department:

- Develop and implement procurement plans in line with **MDLF Procurement Manual**.
- Ensure full compliance with **Palestinian Public Procurement Law** and **MDLF Procurement Manual**.
- Draft, publish, and manage **bidding documents** (RFQs, RFPs, ITBs).
- Lead and participate in **transparent tender evaluations** (technical & financial) and prepare evaluation reports and award recommendations.
- Participate in negotiation sessions with consultants/suppliers/contractors to achieve cost-effective solutions.
- Draft, review, and prepare purchase orders and contracts.
- Coordinate with MDLF departments, suppliers.
- Prepare procurement reports in **Arabic and English**.
- Work closely with MDLF's technical, finance, and project teams.
- Performing other duties as required by MDLF.

Qualifications:

- Bachelor's degree in engineering, IT, Business, or any relevant field.
- **Minimum 3 years of demonstrated experience** in procurement, e.g. in **public procurement/donor-funded projects**.
- Proven track record in **bidding documents, tender evaluation, and contract management**.
- Experience with **hardware/IT procurement** is a plus.
- Thorough understanding of **MDLF Procurement Manual** and **Public Procurement Law**.
- Strong **negotiation and analytical skills**.



- Strong executive, consensus building and strategic planning skills, excellent supervision, reporting and communication skills;
- Strong computer skills including MS office applications;
- Fluency in English (written and spoken).

Reporting and Management

- The Candidate will work under the supervision of the Procurement Manager.

Candidates should submit their CV to the email: ProcurementOfficer@mdlf.org.ps

The deadline for submission June 8, 2025.

Only shortlisted candidates will be contacted and called for interview.