

## **Naim Chlela**

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Address: Zalka, Mount Lebanon, Lebanon.

### **Professional Experience:**

#### **Anera**

##### **Procurement Officer**

**Beirut, Lebanon (2025-till date)**

- Provide procurement services for Anera Lebanon as required
- Implement and / or maintain standard Anera Lebanon procurement policies and procedures and ensure that procurement is carried out in accordance to Anera Lebanon and donor- specific policies
- Attend all procurement committee meetings.
- Coordinate with Finance, Admin and program departments to ensure integrated internal controls, timely payment of vendors and full, auditable support documentation.
- Ensure that a transparent and responsive procurement process is implemented and maintained; generating bids analysis and Purchase Orders and Payment requests.
- Routinely communicate, coordinate and plan with the relevant requesting staff / programs regarding the order and delivery of supplies.
- Ensure that all supplies, services and equipment required are delivered in time.
- Establish and maintain ethical and professional working relationships with suppliers.
- Maintain supplier information for regularly purchased items and be informed of current local market conditions.
- Support and provide appropriate trainings for procurement and program staff as required.
- Advise the Procurement and Operations Manager of procurement-specific issues or improvements.
- Any other duties or tasks delegated by Procurement and Operations Manager

#### **World Learning – QITABI 2 Program**

##### **Procurement Officer**

**Beirut, Lebanon (2022-2024)**

- Support review of specifications and prepare solicitation documents, manage evaluations, and oversee the vendor selection process.
- Analyze and evaluate supplier proposals, establish allowability and reasonableness of proposed costs.
- Support in the development of subcontract specifications, work statements, and terms and conditions for the procurement of services.
- Coordinate bidding, contracting, ordering, and delivery plans to ensure transparency and accountability.
- Keep track of quality, quantity, stock levels, delivery times, transport costs, and efficiency.
- Perform periodic reviews to ensure that documentation is complete and accurate.
- Perform regular procurement system audits and regularly review and verify market prices for standard items.
- Maintain tracker of existing and forecasted procurements for the project and regularly update senior staff.
- Facilitate customs clearance of imported supplies, materials, equipment, and/or vehicles.
- Support in all procurement tasks.
- Perform additional tasks as needed and requested, including support of other World Learning projects.

#### **UNDP - Regional Programme for Arab States (UN/ID:000083932)**

##### **Operations Assistant – Procurement Support Unit (PSU)**

**Beirut, Lebanon (2020-2022)**

- Assist in operational services.
- Assist in project maintenance and assets management.
- Assist in knowledge building and knowledge sharing.
- Assist in preparing contracts for services required to carry out conferences and meetings on both national and regional levels. This includes:
  - ✓ Prepare request for quotations, price analysis and comparison, preparation of cost breakdowns and complete documentation needed to request contracts from UNDP.
  - ✓ Follow up on contract implementation before, during and after the conference and/or meeting.

- Support developing and implementing business processes for regional projects.
- Responsible for administrative matters relating to official travel of the staff, consultants and experts and prepare the travel authorizations.
- Coordinate and follow-up with Country Office HR, to include but not limited to, recruitment, extension, separation, employment certificates.
- Receipt of applications for internship and long listing of candidates according to UNDP rules.
- Draft official correspondence on procurement related activities when requested.
- Support the organization of procurement processes including the preparation of RFQs. ITBs or RFPs documents, receipt of quotations, bids or proposals, their preliminary evaluation.
- Assists in contract management.
- Liaises and coordinates in procurement-related matters with UNDP Country Office.
- Assist in preparing and organizing national and regional meetings and workshops.
- Send all required documentation to the procurement unit in order to issue Purchase Orders (POs).
- Calculate the entitlements for the participants and process the required payments.
- Verify certification of payments and invoices from travel agents, event organizers, hotels and their suppliers against terms of contracts and actual services rendered, then process payments through UNDP Country Office.
- Process and follow up on the payments of experts and consultants.
- Prepare travel claim forms for reimbursement for expenditures, for submission to the UNDP country office payments officer.
- Ensure regular data clean up, filling and maintenance of data bases.
- Reports to projects in timely and appropriate fashion.
- Organizes and prioritizes work schedule to meet project needs and deadlines.
- Establish, build and sustain effective relationships within the work unit and with internal and external clients.
- Analyzes general information and selects materials in support of partnership building initiatives.

**Center for educational and development (CERD) – Lebanon**  
**Logistics Manager - Youth Basic Literacy and Numeracy project (YBLN)**  
**Beirut, Lebanon (2017-2018)**

- Maintains administrative staff by recruiting, selecting, orienting, and training employees; maintaining a safe and secure work environment; developing personal growth opportunities.
- Accomplishes staff results by communicating job expectations; planning, monitoring, and appraising job results; coaching, counseling, and disciplining employees; initiating, coordinating, and enforcing systems, policies, and procedures.
- Provides supplies by identifying needs for establishing policies, procedures, and work schedules.
- Provides communication systems by identifying needs; evaluating options; maintaining equipment; approving invoices.

**Rocks Offshore**  
**Procurement Specialist**  
**MENA Region (2014-2017)**

- Develop and maintain internal departmental metrics and measurements, utilizing statistical process control or other applicable measurement tools.
- Assist Supplier Development Coordinator and Buyers with material flow issues to improve supplier quality or delivery performance.
- Cost benefit analysis to analyze vendor performance.

**SNR**  
**Warehouse & Inspection Specialist**  
**Iraq (2011-2014)**

- Assist in all daily warehouse activities and ensure compliance according to all approved company processes.
- Verify counts and receive all incoming stock by comparing packing slips/invoices with purchase orders or transfer orders.

**ALOPS**  
**Procurement and logistics Officer**  
**Afghanistan (2007-2011)**

- Follow up on the supply of all related materials/product/services at right quality in time and at competitive costs for areas of responsibility.
- Reports Open POs, placed orders, and any delays or issues on a weekly basis to the Logistics Manager, Warehouse Manager, and Procurement Manager.

**Mecodev Consultants**  
**Project Coordinator**  
**Beirut, Lebanon (2006-2007)**

- Coordinate and assist with project planning and implementation, including pre and post planning preparations, including meetings, project documentation, PPT, reporting, etc.
- Coordinate and communicate with relevant departments to ensure smooth flow of information and adherence with projects deadlines.

**Education:**

Bachelor degree in Science, Empire State College, New York (2005 – 2011).

**Certificates:**

- UNDP Certificates:
  1. Anti-fraud e-learning: Fraud and Corruption Awareness and Prevention.
  2. BSAFE.
  3. Ethics and Integrity at UNDP.
  4. Greening the Blue.
  5. Prevention of Sexual Exploitation and Abuse of the Local Population (PSEA).
  6. The Gender Journey: Thinking Outside the Box.
  7. UN Human Rights Responsibilities.
  8. UNDP Legal Framework
  9. United Nations Course on Prevention of Harassment, Sexual Harassment and Abuse of Authority.
  10. Advisory Committee on Procurement (ACP).
- ePROTECT Respiratory Infections – WHO.
- Construction Quality Management for Contractors - US Army Corps of Engineers, Afghanistan.
- USAID Procurement: Grants and Cooperative Agreements.
- FIELD Safeguarding – Save the Children.

**Professional and Personal Skills:**

- Excellent interpersonal communications and multi-lingual skills.
- Possess a positive and responsible attitude, with tactfulness, patience and courtesy.
- Work well and deliver timely under-pressure and on deadlines.
- Advanced skills to identify, assess, evaluate and resolve complex issues; and achieve results through others.
- Self-motivated, team player, and results-oriented.

**References:**

- Bilal Dbouk, Anera, +961-76831365, Email: b.dbouk@anera-lebanon.org
- Dalia Khoury, World Learning, +961-70767272, Email: khoury\_dalia@hotmail.com
- Tarek Abdelhadi, UNDP, +961-3421444, Email: tarek.abdelhadi@gmail.com
- Dalida Hayek, CERD, +961-3608-664, Email: dida.hayek@gmail.com