

HALA SLEIMAN

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Summary

I possess over nine years of experience in international development, including three years at a private development consulting company focused on enhancing economic opportunities in Lebanon. This experience has equipped me with strong skills in stakeholder engagement, communication and negotiation. I have successfully procured goods and services in compliance with project and donor requirements. I have meticulous attention to detail, excellent organizational skills, and strong interpersonal and communication abilities.

Skills

Procurement Management • USAID and EU Regulations • Financial Management and Reporting • Program Management Support • Communication Skills • Organizational and Administrative Skills • ERP/Procurement Systems

Experience

Norwegian Refugee Council (NRC)

Zahlé, Lebanon

Procurement Officer

05/2025 - Present

- Review and approve procurement requisitions from various program sectors, including WASH, Shelter, Education, Youth, and ICLA.
- Prepare and manage procurement documentation (RFQs, ITBs) in line with NRC and donor requirements.
- Launch tenders, coordinate bid openings, and facilitate technical and financial evaluations, ensuring transparent and efficient procurement processes.
- Draft and issue purchase orders and contracts, ensuring clarity and reducing contractual issues.
- Coordinate with relevant staff and program teams regarding supply deliveries, ensuring all parties are promptly informed of any changes.
- Conduct site visits to communicate Invitation to Bid (ITB) terms to suppliers.
- Maintain an accurate supplier database for regularly procured items.
- Conducting market research to identify and onboard qualified suppliers for efficient procurement.
- Track requisitions, ongoing procurements, contracts, and long-term agreements using tracking sheets, taking corrective measures when necessary.
- Support and manage the Procurement Assistant, ensuring effective delivery of daily tasks and activities.
- Issue payments in coordination with the Finance team to ensure timely supplier payments.

DAI Global LLC / Trade and Investment Facilitation (TIF) Project

Beirut, Lebanon

Senior Procurement Specialist

03/2023 - 05/2025

- Reviewed and approved procurement requisitions, ensuring compliance with USAID regulations.
- Prepared high-value tender documentation (RFQs, RFPs), optimizing accuracy and compliance.
- Conducted bid openings ensuring transparency and adherence to regulations.
- Prepared negotiation memos and notes to file, strengthening procurement justifications.
- Issued purchase orders, subcontracts, blanket purchase agreements and leases, ensuring timely and cost-effective procurement.
- Drafted work plan ideas with technical staff for activities requiring procurement, improving procurement planning and efficiency.
- Negotiated price and delivery terms with vendors, driving cost savings and on-time delivery.
- Monitored contracts for renewal or rebid, improving contract management processes.
- Updated procurement section in project reports (weekly, monthly, quarterly, etc.), ensuring accuracy of data.
- Issued payments in coordination with the Technical and Finance Team, ensuring accurate and efficient disbursements.
- Provided guidance to departments on procurement procedures and policies, enhancing staff adherence to guidelines.
- Managed a team of two, providing guidance on procurement processes and project regulations.
- **Additional responsibilities starting March 2024:**
- Prepared employment agreements and contract modifications for employees and consultants, ensuring compliance with project policies.
- Issued payments for consultants in coordination with the Technical and Finance Team, ensuring accuracy and timely processing.
- Ensured thorough vetting of consultants through USAID Vetting Support Unit, supporting transparent and compliant recruitment processes.

DAI Global LLC / Trade and Investment Facilitation (TIF) Project

Beirut, Lebanon

Procurement Officer

02/2022 - 02/2023

- Conducted market research to identify potential suppliers, enhancing sourcing strategies and supplier selection.
- Managed the procurement of goods and services for several sectors (Agro-food Processing, Manufacturing, Tourism and Hospitality, etc).
- Assisted in drafting procurement solicitations (RFQs and RFPs), ensuring clarity and alignment with project requirements.
- Prepared competition documents, i.e. proposal review checklist, bid matrices, technical scoring, etc.
- Participated in bid evaluations, supporting alignment with procurement criteria.
- Assisted in drafting source selection memos, notes to file, purchase orders and contracts.
- Drafted payments through project procurement management system (TAMIS), streamlining financial workflows.
- Coordinated with vendors on deliveries and distribution, facilitating smooth logistics.
- Updated the team on estimated delivery times, ensuring alignment with project schedules.
- Developed and managed procurement activity trackers, improving visibility and timely updates.
- Screened vendors using the project's compliance management website.
- Vetted suppliers through USAID Vetting Support Unit, mitigating risks in supplier selection.

Experience

World Learning Inc / Quality Instruction towards Access and Basic Education Improvement (QITABI 2) Beirut, Lebanon
Procurement and Vetting Officer 10/2019 - 01/2022

- Acquired goods and services, ensuring full compliance with project requirements.
- Reviewed multiple purchase requisitions with accuracy, securing necessary approvals and budget alignment.
- Prepared solicitation and competition documents, streamlining procurement cycles and vendor selection.
- Participated in bid-openings and technical/cost evaluations, upholding transparency and regulatory compliance.
- Coordinated vendor deliveries, reducing distribution delays and optimizing supply chain efficiency.
- Maintained audit-ready procurement records, ensuring continuous compliance and reporting.
- Developed contractual agreements for procurement operations.
- Processed payments through project financial management system (Intacct), ensuring accuracy and timeliness.
- Vetted suppliers in coordination with the USAID Vetting Support Unit.

World Learning Inc / Quality Instruction towards Access and Basic Education Improvement (QITABI) Beirut, Lebanon
Operations Officer 02/2018 - 09/2019

- Managed petty cash, ensuring accurate record-keeping and financial accountability.
- Assisted the Finance team in writing bank checks and checking the supporting documentation of the transactions.
- Prepared and monitored the purchase requisitions, and the accounts payable for all the purchases within the petty cash ceiling.
- Contacted vendors to follow up on delivery schedules and equipment installation in coordination with the Procurement team.
- Assisted the Procurement team in purchasing optimal products and services for work activities, ensuring compliance with USAID rules and regulations.
- Participated in the evaluation of supplier offers and price negotiations, driving cost savings and favorable procurement terms.
- Assisted in preparing procurement memos, notes to file, bid matrices, and purchase orders.
- Ensured accurate tracking of orders, reviewed quality of purchased items, and maintained records of invoices and procurement documentation.
- Supported the HR and Logistics Manager in running all staff capacity building activities and team building outings.
- Reviewed staff timesheets and leave applications.
- Vetted suppliers in coordination with USAID Vetting Support Unit.

World Learning Inc / Quality Instruction towards Access and Basic Education Improvement (QITABI) Beirut, Lebanon
Administrative Assistant 02/2015 - 01/2018

- Administered petty cash and ensured swift payment of invoices.
- Created requisitions for purchased items and monitored approval process.
- Assisted the Procurement Manager in preparing requests for quotations (RFQs) and source selection memos.
- Reviewed, updated, and maintained purchase orders.
- Tracked orders and confirmed delivery dates and costs.
- Prepared staff timesheets, transportation files, driver's vehicle log sheets and overtime sheets.
- Screened resumes for all positions posted by the organization.
- Worked with the public sector and in close collaboration with the Ministry of Education and Higher Education (MEHE).
- Traveled to field offices when assigned.

Banque De Liban / Central Bank of Lebanon Beirut, Lebanon
Intern 08/2013 - 09/2013

- Developed business plan, build models, and exchanged currencies.
- Attended workshops on the governance framework and structure of the BDL, the stock exchange market and business planning.

Education

Haigazian University Beirut, Lebanon
Bachelor of Arts - Economics 09/2010 - 06/2014

Secondary Evangelical School Zahle, Lebanon
Bachelor in Life Science 09/1996 - 06/2010

Languages

Arabic Native ●●●●●

English Proficient ●●●●●