

<b>Job title</b>	Procurement Officer
<b>Department</b>	Operations – Procurement unit
<b>Reports to / Title of immediate supervisor</b>	Procurement Manager
<b>Employment type</b>	Maternity Cover
<b>Contract duration</b>	6 months
<b><i>Job purpose</i></b>	
To enable the organization's procurement practice to guarantee the best value for money and optimized quality standards. Will be responsible for handling procurement priorities providing timely, solution orientated advice to stakeholders, maintain a high standard of employee engagement, assisting team members with solving issues and manage work allocation and the performance appraisal process for the team, Monitoring and ensuring achieving the target levels for related team KPIs / SLAs, Support staffs for the implementation of automated system (ERP). Recommending and implementing process improvements leading to improved quality of Procurement and efficiency.	
<b>Key area</b>	<b>Activity</b>
Procurement Planning	<ul style="list-style-type: none"> <li>▪ Participate in preparation and implementation of project's procurement plans at the time of plan submission</li> <li>▪ Follow up all staffs to share their annual procurement plan timely</li> <li>▪ By coordinating with each project/program unit, develop an annual procurement plan and Compiling of organization procurement plan.</li> <li>▪ Monitor operational and projects' annual procurement plan and expenditure versus approved plan to track procurement history</li> </ul>
<b>Procurement of Goods, services and works</b>	<ul style="list-style-type: none"> <li>▪ Review of submitted purchase requisitions and provide technical advice to users</li> <li>▪ Ensure the daily conversion of purchase requisition</li> <li>▪ Execute all procurement activities of the organization from the stage of, specification development, sourcing, goods delivery.</li> <li>▪ Receive tender analysis from officers and review and submit to procurement committee members for signature.</li> <li>▪ Follow-up of procurement approvals and ordering of selected goods/services.</li> <li>▪ Issue award notification and regret letter for bidders</li> <li>▪ Ensure that material from suppliers is correctly tracked for on-time delivery</li> <li>▪ Carryout vendor prequalification; starting from developing prequalification criteria to prequalifying vendors at CO and FO level</li> <li>▪ Prepare tender documents, receipt of bids and analysis, Facilitating the bidding process effectively</li> <li>▪ Monitor and manage the administration and closure of purchase orders and contracts</li> <li>▪ Execute procurement processes as per the proper procurement cycle align with the organization procurement policy.</li> <li>▪ Ensure value for money in all procurements.</li> <li>▪ Identify, evaluate, and implement improvement opportunities to improve procurement processes</li> <li>▪ Innovate, recommend, and create new processes and standards supporting Procurement Operations</li> <li>▪ Ensure and putting in place an effective and efficient procurement system;</li> <li>▪ Maintaining proper record – keeping and monitoring system for all procurement transactions</li> <li>▪ Share regular procurement status update to the user.</li> </ul>
<b>Delivery and Inspection of goods and services</b>	<ul style="list-style-type: none"> <li>▪ Follow up suppliers for the delivery of goods and services</li> <li>▪ Share an LPO to Admin team/store person before the item delivery</li> <li>▪ Communicate requesting unit or other respective department for inspection of delivered goods.</li> <li>▪ Compile documents provide for procurement assistant for payment facilitation.</li> </ul>
	<ul style="list-style-type: none"> <li>▪ Handle the daily procurement activity of the organization,</li> <li>▪ Support all procurement process by ensuring all procedural and documentation requirements have been met.</li> <li>▪ Coordinate with Logistic and Administration for the proper distribution of items.</li> </ul>

<b>Team Leadership</b>	<ul style="list-style-type: none"> <li>▪ Monitor adherence to internal controls within the purchasing/procurement system within the organization.</li> <li>▪ Acts as negotiator between the Amref Health Africa and vendors/suppliers on procurement contracts</li> <li>▪ Assign tasks and supervise procurement team; execute the quarter and annual procurement plan</li> <li>▪ Follow up that every person who involved on procurement activities has signed declaration of conflict of interest and put in place the signed document in a file.</li> <li>▪ Provide the necessary support for country office procurement committee and field office sub procurement committee to perform procurement process as per the procurement guidelines and policy</li> </ul>
<b>Suppliers Management</b>	<ul style="list-style-type: none"> <li>▪ Prepare expression of interest (EOI) for routinely procured goods and services in every two years.</li> <li>▪ Review proposals/ supplier profile, short list prequalified vendors</li> <li>▪ Developing and maintaining an up to date data base of vendors and prequalified vender list</li> <li>▪ Invite prequalified vendors to submit quotations for frequently procured goods and services (stationary, hotel, vehicle rent and etc.) and evaluate quotations</li> <li>▪ Preparing, administering and issuing approved contracts;</li> <li>▪ Oversees tracking of supplier insurance policies / coverages for supplier agreements are still valid <ul style="list-style-type: none"> <li>▪ Develop Key Performance Indicators for vendor performance monitoring</li> </ul> </li> <li>▪ Carryout supplier’s performance evaluation process annually and follow up the supplier performance</li> </ul>
<b>Standards and specification of procurement of goods</b>	<ul style="list-style-type: none"> <li>▪ Developing and establishing standards and specifications for the procurement of goods and services.</li> <li>▪ Update Items catalogue for items procuring frequently</li> <li>▪ Provide technical support and capacitate Field Office Sub Procurement Committee Members on procurement details</li> </ul>
<b>Communication and Networking internal/external</b>	<ul style="list-style-type: none"> <li>▪ Communicate project managers to prepare and submit annual and quarter procurement plan</li> <li>▪ Communicate Project and Program Managers on any procurement related activities including regular procurement status update, budget issues and specification.</li> <li>▪ Working together with the Lead Finance Officers regarding budget commitment which incurred in ERP and verify the actual budget commitment cost so that it minimizes double commitment transactions</li> <li>▪ Communicate with Admin unit regarding the items which will be delivered to the store so as to arrange space and facilitate the distribution</li> <li>▪ Working together with Engineering unit for issues related with constructions including bid advert, bidding process, negotiation with suppliers and involved issues needs procurement decisions and advise.</li> <li>▪ Communicate all Field Offices Sub procurement committee members for any procurement related issues and support provision</li> <li>▪ Communicate also Finance Department at Corporate Office for payment settlement for the items procuring in hard currency (USD) i.e. specially for vehicle procurement requests.</li> <li>▪ Communicate suppliers for result notification</li> </ul>
<b>Reporting and Documentation</b>	<ul style="list-style-type: none"> <li>▪ Prepare and shared monthly procurement status update consistently</li> <li>▪ Prepare reports upon the request of user projects and programs</li> </ul>

Skills the position require,

1. Negotiation skill
2. Problem Solving
3. Agility

**How to Apply:**

Interested applicants please visit our website [\[REDACTED\]](#) to submit your application. You will be directed to our online portal where you will need to create an account in order for you to be able to submit your application. Your application should include quoting *Procurement Officer* in the subject line of a cover letter, detailing why you are the best fit for this position, and your CV with relevant skills and experience. Closing date will be October 03, 2024. Only shortlisted candidates will be contacted.

If you face any challenge applying on our website contact us at [ETrecruitment@Amref.org](mailto:ETrecruitment@Amref.org).

Duly note that Amref Health Africa does not require applicants to pay any money at whatever stage of the recruitment and selection process and has not retained any agent in connection with recruitment. Amref Health Africa is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment. Amref Health Africa is an equal opportunity employer and has a non-smoking environment policy.