



IDENTIFICATION	
JOB TITLE	PROCUREMENT OFFICER
REPORTS TO	SENIOR FINANCE AND OPERATIONS OFFICER
DIRECTORATE	ADMINISTRATION
PHYSICAL LOCATION	LUSAKA, ZAMBIA

MAIN PURPOSE OF JOB

To provide technical leadership in the supply chain management in the organization in line with existing policies & procedures while enforcing transparency and accountability in the procurement process to ensure value for money for Amref Health Africa in Zambia.

PRINCIPAL RESPONSIBILITIES

KEY AREA	Activities
Procurement of Goods, services and works	Responsible for the consolidation and implementation of organisational procurement plans;
	Development & implementation of Service Level Agreements (SLA) for provision of goods & services and training of the end users.
	Ensure compliance with Amref procurement principles, standards, and policies; donor regulations; and local statutory requirements.
	Manage the procurement process of goods, services and civil works in line with existing Policies and procedures.
	Carrying out price comparisons and ensure purchase of goods and services are in accordance with specifications
	Ensure procurement of goods, services and works is done within the prevailing market prices
	Manage communication with the vendors and internal stakeholders on the delivery schedules
	Support development and establishment of standards and specifications for the procurement of goods and services
	Oversee all logistical aspects of movement of goods and services to various destinations points
	Fast tracking delivery of all procurements putting emphasis on emergency procurement
Frameworks and contract management	Ensure that all frameworks are re-procured at least every two years and while ensuring best value for money
	Ensure all frame agreements are embedded in the ERP
	Lead in prequalifying suppliers, developing and maintaining an up to date supplier database
	Managing contracts with suppliers of goods and services with particular close oversight of Fast-Moving Goods.
	Review supply contracts to evaluate overall revisions, price and past performance of each contract prior to bid or renewal
Disposal	Coordinating the disposal of obsolete assets and stocks bi-annually
	Advising the Procurement committee on disposal methods and procedures
Procurement Manual and Policy	Develop procurement procedures by laws in line with the master procurement manual
	Ensuring proper understanding and adherence to donor and Amref Health Africa rules and regulations across all field Offices
ERP	Ensure the functionality of E-Tendering module and mapping of contract management in ERP
	Train staff on the use of ERP and on general best practise on procurement
Capacity Building	Training the end users on existing policies and procedures and any new updates
	Organising for supplier forums on expectations of Amref Health Africa
	Supporting improvement of workflows in countries
	Providing advice and guidance for effective and efficient implementation of

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KEY AREA	Activities
	procurement plans
Inventory Management	Lead in the maintenance and control of stocks inventory
	Developing and overseeing the effective working of the stores management system
	Updating records of new assets acquired for purposes of insurance
	Preparing of stock take schedules biannually and annually at the main office and all field offices
Tendering and Tender Committee facilitation	Prepare prequalification and tender documents, receipt of bids and analysis
	Participating in Procurement committee activities and meetings and act as its secretary/Alternate <i>ex-officio</i> to Procurement committee
	Preparation of Tender documents to be presented in Procurement Committee
	As a secretary of the evaluation committees, advises on procedures
Reporting	Preparing monthly and quarterly procurement reports to track procurement efficiency
	Prepare supplier performance reports as required
Staff Management	Supervise, mentor, manage and motivate staff for optimal performance

REQUIRED QUALIFICATIONS

1. Education

- Bachelor of Business Administration and Management/ Supplies Management;
- Diploma in Purchasing and Supply Chain Management (CIPS) or
- Diploma in Logistics
- Master's degree in Purchasing and Logistics will be an added advantage
- Must be a member of relevant Professional Body

2. Experience

- 5 years working experience in a similar or equivalent role; experience in an International NGO is desirable
- Experience in Purchasing, Logistics or Supply Chain Management.
- Good understanding of the local market forces and pricing system
- Good knowledge of various donor procurement regulations (an added advantage)

3. Skills

- Good communications skills
- Good interpersonal skills
- Excellent IT skills
- Presentation skills
- Problem solving skills
- Adaptable and flexible

4. Competences

- Analytical, strategic
- High Integrity, commitment and respect for diversity
- Good Team player with strong interpersonal skills
- Ability to work independently and effectively under pressure and on strict deadlines in a multicultural setting
- Confidentiality
- Mature
- Ability to prioritize among competing demands

How to apply

Interested? Please visit our website <https://amref.org/vacancies/> to make 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 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 **December 21, 2022**. Only shortlisted candidates will be contacted.

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Duly note that Amref Health Africa does not require applicants to pay any money at whatever stage of the recruitment and selection process and have not retained any agent in connection with recruitment. Although Amref may use different job boards from time to time to further spread its reach for applicants, all open vacancies are published on our website under the Vacancies page and on our official social media pages. Kindly also note that official emails from Amref Health Africa will arrive from an @amref.org address.

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 nonsmoking environment policy.