



JOB DESCRIPTION

IDENTIFICATION	
JOB TITLE	Procurement Officer
REPORTING TO	Senior Finance and Operations Officer
DEPARTMENT/UNIT	Administration
DURATION OF CONTRACT	Two (02) Years, Renewable
DUTY STATION	Lusaka, Zambia

BACKGROUND

Amref Health Africa was founded in 1957 and has since grown to become the largest African-based international health development organisation; currently implementing more than 180 programs, reaching more than 40 million people across 35 African countries; and a staff complement of over 2,000. Headquartered in Nairobi, Kenya, Amref Health Africa has offices in ten countries in Africa – Burkina Faso, Ethiopia, Guinea (Conakry), Kenya, Malawi, Senegal, South Sudan, Tanzania, Uganda and Zambia. An additional eleven advocacy and fundraising offices are located in Europe and North America.

Amref Health Africa is driven by its vision of *'Lasting health change in Africa'* and its mission *'To catalyze and drive community-led and people-centred health systems while addressing social determinants of health'*. We believe that the power to transform Africa's health lies within its communities, and therefore strive to ensure that health systems are not only functional but that communities are empowered to hold these systems accountable for the delivery of quality and affordable health care.

In Zambia, Amref is registered as a local organisation since 2016. Amref Zambia is affiliated to Amref headquarters in Nairobi, Kenya. Amref Zambia is also linked with [Amref Health Innovations](#) (AHI), [Amref International University](#) and [Amref Flying Doctors](#).

Amref was **locally registered in 2016** and has since collaborated with the Government of the Republic of Zambia in designing and implementing **innovative health development programmes** across the country in health workforce, health financing, maternal, newborn and child health, and health security. The organisation has physical presence in 4 provinces and a programmatic presence across the country.

JOB PURPOSE

The Procurement Officer will 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

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

Enterprise Resource Planning (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 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 ex-officio* 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

EDUCATION, EXPERIENCE AND ABILITIES

Education and Experience

- 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
- 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)
- Must be a member of Zambia Institute of Purchasing and Supply (ZIPS).

Knowledge, Skills and Competencies

- Effective communication abilities
- Strong interpersonal skills
- Proficient in IT
- Capable of delivering engaging presentations
- Skilled in problem-solving
- Flexible and adaptable
- Strategic and analytical thinker
- Demonstrates high integrity, commitment, and values diversity
- Collaborative team player with excellent interpersonal capabilities
- Self-motivated and adept at working independently under pressure and meeting tight deadlines in diverse environments
- Upholds confidentiality
- Displays maturity
- Able to prioritize effectively amid 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 **Thursday, 30th May 2024**. Only shortlisted candidates will be contacted.

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. 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 non-smoking environment policy.