

JOB DESCRIPTION AND PERSON SPECIFICATION

JOB TITLE: Procurement Officer

REPORTS TO: Procurement Manager

REPORTING TO POSTHOLDER: None

LOCATION: Addis Ababa

DURATION & HOURS: Full-Time Contract for 1-year fixed term, with 60 working days probationary period

SALARY: GBP 905 (Nine Hundred Five-pound sterling)

PURPOSE OF THE ROLE

The Procurement Officer is responsible for managing the organization's procurement activities in accordance to ACCF procurement policy for AfDB project, ensuring that all goods and services are procured in a cost-effective, timely, and ethical manner. This role involves supplier management, contract negotiation, and the continuous improvement of procurement processes to align with organizational goals as well as ACCF fund.

KEY TASKS AND RESPONSIBILITIES

Key areas of responsibilities are:

1- Procurement Planning:

- ✎ Develop and implement procurement strategies that align with the organization's objectives.
- ✎ Collaborate with internal stakeholders to forecast procurement needs and manage the procurement planning process.

2- Supplier Management:

- ✎ Identify, evaluate, and manage relationships with suppliers and vendors in Accordance to ACCF procedures.
- ✎ Conduct supplier performance reviews and ensure compliance with contractual terms.
- ✎ Develop and maintain a database of qualified suppliers.

3- Contract Negotiation:

- ✎ Negotiate terms and conditions with suppliers to secure the best value of the organization and donor regulation.
- ✎ Draft, review, and manage contracts to ensure compliance with legal and organizational policies as well as the donor policy.

4- Purchase Order Management:

- ✎ Create and manage purchase orders, ensuring accuracy and compliance with organizational and donor guidelines.
- ✎ Monitor and track the delivery of goods and services to ensure timely receipt and resolve any issues related to delays or discrepancies.

5- Cost Management:

- ✎ Monitor market trends to identify cost-saving opportunities.
- ✎ Conduct cost analyses and develop strategies to reduce procurement costs without compromising quality.

6- Compliance and Risk Management:

- ✎ Ensure all procurement activities comply with legal and regulatory requirements.
- ✎ Identify and mitigate risks associated with procurement activities.

7- Data Management and Reporting:

- ✎ Maintain accurate records of procurement transactions and supplier performance.
- ✎ Prepare and present regular reports on procurement activities, including cost savings, supplier performance, and procurement timelines.

8- Continuous Improvement:

- ✎ Identify opportunities to improve procurement processes and implement best practices.
- ✎ Stay informed about industry trends and emerging technologies in procurement.

PERSON SPECIFICATION	
Essential	Desirable
Education, qualifications & other knowledge	
Bachelor's degree in Business Administration, Supply Chain Management, or a related field.	
Experience	
4 years of experience in procurement, supply chain management, or a related role.	Previous experience with similar project funded by ACCF will be an asset.
Strong negotiation and contract management skills.	
Proficiency in procurement software and tools.	
Skills & abilities	
Excellent analytical and problem-solving skills.	
Strong communication and interpersonal skills.	

Knowledge of procurement regulations and compliance standards.	
Ability to work independently and as part of a team.	

Our Values

Investing in smallholder farming is the number one way to combat poverty in rural Africa. Farm Africa is a leading NGO specialising in growing agriculture, protecting the environment and developing businesses in rural Africa.

EXPERT: Expertise and insightful evidence-based solutions are at the heart of everything Farm Africa does.

GROUNDLED: Our teams and partners work closely with local communities, engaging them in every level of decision-making.

IMPACTFUL: We deliver long lasting change for farmers, their families, and the environments they live in.

BOLD: We model innovative approaches and are not afraid to challenge strategies that are failing.

Those who meet the above requirements should submit their short CV (maximum of 4 pages) and a cover letter (maximum 1 page) to <https://airtable.com/appawDIVqpLYMmeli/shraUVN00aPbbnTJF> by **29 September, 2024**.

Only short-listed candidates will be contacted.

Farm Africa is an equal opportunity employer and promotes gender equity. Canvassing will lead to automatic disqualification. Farm Africa does not charge a fee at any stage of the recruitment process. (E.g. Application, interview, meeting, processing, training or any other fees).