

**INTERNATIONAL PLANNED PARENTHOOD FEDERATION
AFRICA REGIONAL (IPPFAR)**

JOB DESCRIPTION

Job Title:		Department:	
Procurement Specialist		Operations	
Location:	Responsible to:	Date:	Rank:
Nairobi	Head of Operations	September 2021	C3

1. JOB PURPOSE

The Procurement Specialist is responsible for the procurement of goods and services and supporting improvement in logistics and procurement functions.

2. DESCRIPTION OF TASKS.

Under the overall supervision of the Head of Operations the Procurement Specialist will:

Summary of Key Functions:

- Elaboration and implementation of operational strategies in procurement;
- Management of procurement processes;
- Introduction and implementation of sourcing strategy;
- Logistical Services;

Detailed tasks:

a. Ensures elaboration and implementation of operational strategies focusing on achievement of the following results:

- Full compliance of procurement activities with IPPFARO rules, regulations, policies, and strategies; implementation of the effective internal control, proper design and functioning of a client-oriented procurement management system;
- Provide support and propose project Procurement business processes mapping and elaboration/establishment of internal Standard Operating Procedures (SOPs) in Procurement and Logistics, control of the workflows for the Procurement Unit;
- Elaboration and implementation of cost saving and reduction strategies; Procure all materials and equipment ordered in a cost-effective and transparent manner in line with ARO and donor specific policies;
- Implementation of contract strategy including tendering processes and evaluation, contractor appraisal, managing the contract and contractor, legal considerations and payment conditions, risk assessment;
- Implementation of the strategic procurement including sourcing strategy, supplier selection and evaluation, quality management, customer relationship management, performance measurement.

b. Manages and guides procurement processes for IPPFARO focusing on achievement of the following results:

- Timely and duly preparation of procurement plans and monitoring its implementation;
- Implementation of proper monitoring and control of procurement processes including organization of Request For Quote -RFQ, Invitation To Bid - ITB or Request For Proposal - RFP, receipt of quotations, bids or proposals, their evaluation, negotiation of certain conditions of contracts in full compliance with IPPFARO rules and regulation;
- Participate in evaluation of bids and proposal and make sure the bids evaluation report technical evaluation, minutes of negotiation's and negotiated contract in selection of consultants contain all the facts and information required to justify the recommendation made in the reports;
- Management of procurement contracts coordinate and monitor the function to ensure compliance with procurement policies and practises and donor requirement. Propose improvements of the internal control system which ensures that Purchase orders are duly prepared and dispatched. Timely corrective actions on POs with budget check errors and other problems;
- Establishment of the procurement processes monitoring system and mechanisms to eliminate deficiencies.
- Liaise with suppliers to create realistic delivery schedules and compare actual deliveries to evaluate supplier performance and responsiveness
- Maintain a database on all procurement activities for Regional Office and Sub-Office and ensure purchases assets are registered in the inventory databases. Coordinate and facilitate the supplier pre-qualification process
- Ensure procurement files are accurate and records are in compliance to Procurement manual and donor policies, filing systems is properly established all soft copies and hard copies of procurement files and accessible and manageable by stakeholder
- Review Invoices and attached supporting document and submit for payment of suppliers to finance on a timely manner
- Review Invoices and attached supporting document and where necessary to submit for tax exemption request to Head of People, Culture & Administration.
- Responsible for ensuring that IPPFAR travel policies and procedures are well understood and followed
- In coordination with Administration establish detailed requirements for office supplies, equipment and other goods required (for workshops and meetings)
- Ensure that requisite quotes are obtained from the list of approved suppliers and ensures that such purchases are adequately supported by LPOs, Invoices and Delivery notes
- Ensure all approved quotations are captured into the ERP in time and that LPOs raised are sent to the selected suppliers Ensure all suppliers/service providers invoices are scrutinized, recorded, and promptly accounted for into the ERP
- Build and maintain positive relationships with all members of staff, and contactors both within and outside the Federation
- Undertake any other reasonable duties as may be requested by the supervisor.

c. Ensures introduction and implementation of sourcing strategy focusing on achievement of the following results:

- Development and management of the rosters of suppliers, elaboration of supplier selection and evaluation, quality and performance measurement mechanisms.

d. Ensures organization of logistical services focusing on achievement of the following results:

- Coordination of travel management, shipments arrangements, vehicle maintenance, conference facilities arrangements;
- Timely conducted DSA, Travel Agencies, vehicle maintenance, hotel and conference facilities surveys;

PERSON SPECIFICATION

1) Competencies

PROFESSIONALISM: Knowledge of (related field). Demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional rather than personal concerns. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

TEAMWORK: Works collaboratively with colleagues to achieve organizational goals; solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; places team agenda before personal agenda; supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

PLANNING & ORGANIZING: Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.

COMMUNICATION: Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify, and exhibits interest in having two-way communication; tailors language, tone, style and format to match audience; demonstrates openness in sharing information and keeping people informed.

ACCOUNTABILITY: Takes ownership of all responsibilities and honours commitments; delivers outputs for which one has responsibility within prescribed time, cost and quality standards; operates in compliance with organizational regulations and rules; supports subordinates, provides oversight and takes responsibility for delegated assignments; takes personal responsibility for his/her own shortcomings and those of the work unit, where applicable.

2) Education

- Master's degree in any of the following: - Commerce, Business Administration, Finance, Economics, Procurement and Supplies Management, or their equivalent qualification from a recognized institution
- Postgraduate diploma in Purchasing and Supplies, CIPS certification would be an added value.

3) Work Experience

- Five (5) years relevant practical procurement experience
- 8 years relevant experience in procurement and/or financial management, administration preferably in an NGO.
- Understanding of the local market, local legislation related to contracts, suppliers, contractors and business requirements and tax regulations, legal aspects of contracting and contract management.
- Excellent oral and written skills in English and French;
- Accuracy and professionalism in writing draft contracts, reports, and other official documents;
- NGO experience preferred with thorough understanding of institutional donors' policies relating to procurement
- Forecasting; Project management; Logistics information systems; Business strategy; Supply and inventory management Supply and demand planning.
- Excellent interpersonal skills; culturally and socially sensitive; ability to work inclusively and collaboratively with a range of partners,

4) Languages

English and French are the working languages of the ARO. For this post fluency in English and French (both oral and written) is required. (Knowledge of Portuguese is an advantage.)

5) Assessment

Evaluation of qualified candidates may include a desk review and/or an assessment exercise which may be followed by competency-based interview.

6) Other requirements

Competent working in a multicultural environment.

Willing to work outside standard office hours as required.

Self-motivated, ability to work with minimum supervision; ability to work with tight deadlines

Willing to travel internationally.