



## INTERNAL/EXTERNAL VACANCY ANNOUNCEMENT

Jhpiego is an international, non-profit health organization affiliated with [The Johns Hopkins University](#). For 40 years and in over 155 countries, Jhpiego has worked to prevent the needless deaths of women and their families.

Jhpiego Corporation has been providing technical support to the Ministries of Health in partner countries across the globe for the past 40 years in a variety of technical areas including cervical cancer treatment and prevention, community health, HIV and AIDS, maternal and newborn health, health workforce capacity development (both pre-service and in-service), family planning, malaria, and IPC/WASH.

**Position: Procurement Assistant (1 position)**

**Reports To: Procurement Officer**

**Job Location: Freetown, Sierra Leone**

### **Job Overview:**

The Procurement Officer supports the Jhpiego Sierra Leone team within the Operations Team in undertaking all procurement requirements of the Country Office. This includes sourcing, completing Basis for Vendor Selection (BVS), raising of Purchase Orders (POs)/contracts, negotiating, purchasing, and liaising with all vendors/suppliers, and ensuring implementation of Procurement processes and procedures according to the Jhpiego Procurement Manual. The procurement officer will also liaise closely with the finance team to provide support in ensuring invoices are valid and paid promptly on time. The procurement officer will also track and support VAT processes ensuring compliance with the laws of Sierra Leone and the donor guidance.

### **Duties and Responsibilities:**

- Follow through with finance to ensure all payments are made and the receiving department to ensure complete documentation are submitted on time for processing
- Support the Procurement Officer in facilitating the tender process and ensuring all the necessary steps are followed and filed accordingly.
- Ensure the correct procurement process is followed as defined in the SOP for every assigned requisition.
- Inspects the quality and accuracy of suppliers and equipment, and conducts cost and quality comparisons before it sends the request to the procurement department.
- Maintaining and updating the procurement tracker regularly.
- Review and update the procurement status weekly to keep the program teams updated with the status of their procurements.
- Ensuring a proper filing system through the use of an e-filing system through one drive for all completed procurement-related documents and hard copy filing.

- Update and maintain a supplier database following the process in the SOP for approval.
- Regular follow-up with suppliers to ensure timely delivery of supplies and services.
- Providing weekly updates to the Procurement Officer on the status of the procurement being handled at the country office for follow-ups.
- Proactively track all orders issued out to vendors and ensure deliveries are made within the shortest time possible.
- Any other duty that may be assigned from time to time.

**Required Qualifications, Knowledge, Skills, and Abilities:**

- Minimum qualification of first Degree in Procurement or Business Administration
- Minimum 3 years of relevant experience in procurement and logistics, supply chain management, purchasing and sourcing.
- Experience working in a procurement unit of an international NGO or related organization with procurement tasks for a minimum of 3 years.
- Thorough knowledge of the whole procurement process
- Ensure compliance with established purchasing policies and procedures
- Purchasing and stock inventory policies and procedures
- Computer systems, MS Word, MS Excel, and software used in the functional area
- Experience in database management
- Detail-oriented skills
- Hardworking, flexible & dependable
- Inventory and stock control methods
- Be of high integrity and have a sense of confidentiality
- Self-motivated, proactive, and have a positive attitude to work requiring minimum supervision.
- Ethical and morally upright and aware of the role of the procurement committee.
- Excellent interpersonal and communication skills.
- Be willing to take on extra responsibilities, sometimes working overtime, in order to achieve the goals/objectives set by the organization

**Note: All applicant, regardless of the level of their responsibilities are expected to:**

- Model the mission and values stated above.
- Contribute to the knowledge-sharing and transfer process.
- Make responsible decisions that result in time and cost containment and clear accountability.
- Participate in multiple teams, adopt team spirit, take responsibility for action items assigned, and provide feedback as needed.
- Multitask, be able to manage competing priorities and be able to prioritize in order to meet program and/or organizational objectives.

**Qualified persons are required to send their Curriculum Vitae (CV) and application letter to: [SL-Recruitment@jhpiego.org](mailto:SL-Recruitment@jhpiego.org) Clearly state in the subject area the position you are applying for, if not clearly stated your application will not be considered.**

**Deadline for the submission of applications: November 1, 2023.**

*Please note that due to the sheer volume of applications often received, only shortlisted candidates will receive responses. Furthermore, we will be reviewing applications as we receive them, the vacancy may be filled before the closing date*

**Jhpiego is an Affirmative Action/Equal Opportunity Employer**