

Job Description

VACANCY ANNOUNCEMENT

Doctors with Africa CUAMM, situated at 22 Wilkinson Road, is looking for an astute Logistics & Procurement officer to oversee purchasing activities and ensure that purchased items are both cost-efficient and of high quality. The Logistic & Procurement officer's responsibilities include maintaining positive supplier relations, evaluating supply options, approving purchases, maintaining accurate records.

To be successful as a procurement officer you should have an analytical mind, keep up with product and service trends, and should be able to negotiate well and ensure that all purchases comply with company standards. To be a performative logistics officer you should have great teamwork, organizational skills and flexibility, other than a comprehensive vision of the activities and project needs.

Job Title	Logistics & Procurement Officer	Reporting to	Country Administrator
Location	Freetown, Sierra Leone	Direct reports	Project Manager

1. Job Summary:

The purpose of this post is to ensure that the projects are provided with timely and adequate support in terms of procurement of goods, services and repairs, movement of staff and goods, relevant documents to enable acquisition of goods and services.

The Procurement and Logistic Officer is required to have an attitude of elasticity and flexibility for tasks changes or integration that might emerge due to local needs and the effort of inserting his/her actions in the wider context of CUAMM presence in Sierra Leone, in order to foster coherence and continuity among current and future projects.

2. Job Responsibilities:

- Implement strategic, timely, high quality and cost-effective procurement including sourcing strategy, supplier selection and evaluation, quality management, customer relationship management and performance measurement, across all channels in full compliance with all donor regulations, legal and policy requirements.
- Monitor and coordinate the ordinary and extraordinary maintenance and renovation works in all dedicated projects locations, supervising maintenance personnel and ensuring that work is completed on time.
- Ensure that all the necessary paperwork is forwarded to users on time and advise staff and all user departments on issues to do with procurement and logistics.
- Ensure all the necessary documentation is filled by the user department before a procurement activity commences.
- Ensure timely completion of Proposals, award letters and contracts completed.
- Participate in pre-bid and evaluation meetings
- Assist in preparing and publicizing Procurement notices including liaising with newspapers printing companies about advertisements, and addenda.

- Obtain estimates for supplies, repair parts; orders parts as needed; conduct purchase of goods in collaboration with the logistic staff.
- Submit invoices to Finance for payment and follow up on the suppliers and service providers' invoices, and ensure that they are paid in a timely manner.
- Coordinate with the stores keeper to ensure that all equipment and goods required by the different departments are released in a timely manner.
- Ensure receipt is for the right goods (batch numbers, expiry dates etc) and that they are properly handed over to stores, and raising immediately any concern.
- Carryout supplier appraisals, in consultation with Procurement Manager, and user departments.

3. **Qualifications & Experience.**

1. Bachelor's degree in supply chain management, logistics, or business administration.
2. 3 – 5 years' experience in similar position.
3. Proficient in Microsoft Office Suite (Word, Excel, Outlook, and Access).

4. **Knowledge, Skills & Attributes.**

1. Results driven, motivated and energetic.
2. Multi-tasking and time-management skills, with the ability to prioritize tasks.
3. Ability to negotiate contracts
4. Ability to promote integrity and business ethics; demonstrate mature judgment, trust and open communication; ability to ensure effective teamwork, collaborative behavior and team spirit.
5. Excellent interpersonal/ communication skills.
6. The highest level of integrity, and a strong ethical sense.
7. Self-managed and able to priorities and work under pressure.

5. **How to apply**

Interested candidates should apply by **email** attaching **CV + cover letter ONLY** (preferably as a single attachment) to sierraleonehr@cuamm.org not later than **April 15th 2022** (midnight GMT). The subject of the email should be **APPLICATION FOR LOGISTICS & PROCUREMENT OFFICER** and the attachments should be saved with the **applicant's full name**.

Or;

Interested candidates can also apply by physically delivering their **CV + Cover Letter** to the CUAMM HR Office situated at 22 Wilkinson Road, not later than **April 15th 2022** (midnight GMT). The envelope should be sealed and marked **APPLICATION FOR LOGISTICS & PROCUREMENT OFFICER**. Applicants should ensure that they register their application and sign against their name before leaving the HR Office.

Only shortlisted candidates will be contacted. Shortlisted applicants will be invited for interview immediately. Please note that this application is urgent, so we kindly ask all interested candidates to send in their applications within their earliest convenience.