



## 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 Officer (1 position)**

**Reports To: Director of Finance and Operations**

**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:**

- Support the development of a consolidated procurement plan for all Jhpiego Sierra Leone projects and its implementation.
- Establish a preferred vendors database for the Freetown office and additional in-country sites
- Perform procurement functions including; soliciting for quotations, negotiating prices, after-sale services with vendors, raising purchase orders/contracts, verifying business registration and tax clearance certificates of vendors/suppliers for validity.
- Generate Basis for Vendor Selection (BVS) and ensure that they are fully approved.
- Ensure that completed purchase orders are forwarded to Finance Team for goods receipt and payment purposes and Administrative Officer for inventory management purposes.
- Ensure that invoices for vendors are submitted to Finance Team for timely payment.
- Assist in the clearance of shipments from customs or any other government body in collaboration with appropriate staff.

- Work with Administrative and Logistics Officers to ensure that documentation related to donation/hand over of supplies or equipment to facilities supported by Jhpiego is properly kept.
- Work with Logistics Officer and Director of Finance and Operations to ensure all office equipment is captured in the inventory as soon as such have been delivered to Jhpiego Sierra Leone.
- Provide support to the annual inventory counts as appropriate.
- Provide support for VAT tracking, exemptions/refunds per country laws, and donor guidance
- Maintain and update procurement records and ensure that copies are properly filed.
- Implement the procurement policies/procedures as outlined in Jhpiego Procurement Manual.
- Assist in coordinating with Jhpiego Baltimore staff on approvals of POs/Contracts that require HQ approvals, shipments, clearing, and deliveries to the office.
- Monitor open POs and advice on their status
- Prepare the annual procurement plan
- Do monthly reports on open POs
- Provide secretarial services to the procurement committee
- 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 5 years of relevant experience in procurement and logistics.
- Experience working in a procurement unit of an international NGO or related organization with procurement tasks for a minimum of 5 years.
- Experience in procurement and stock and inventory management
- Computer skills including demonstrated hands-on-experience in MS Word, MS PowerPoint, and MS Excel.
- Experience in database management
- An understanding of relevant legislation in relation to USG regulations, policies and procedures as they relate to procurement
- Experience working in a multicultural organization
- Self-motivated, proactive and have a positive attitude to work requiring minimum supervision.
- High attention to detail
- Thorough knowledge of the whole procurement process
- Ethical and morally upright and aware of the role of the procurement committee.
- Hardworking, flexible & dependable.
- Ability to communicate effectively, instilling trust and confidence.
- Excellent interpersonal and communication skills.
- Be of high integrity and have a sense of confidentiality
- 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: October 24, 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**