

JOB ADVERTISEMENT

TERMS OF REFERENCE

CALL FOR

A PROCUREMENT MANAGER

CORDAID IN BRIEF

CORDAID believes in a world without poverty and exclusion. We strive for a just and sustainable society where every person counts. We stand for knowledge and talent sharing between North and South, between farmers and businesses, between activists and policymakers. Where poverty, conflict and exclusion divide societies, we connect people and communities. We stand for professionalism, expertise and solidarity across borders. We make a difference where it is most needed.

We do that where natural disasters strike, where conflicts tear up communities and where under development keep families in extreme poverty. In the Netherlands, we are known as CORDAID Memisa, CORDAID Menes in Nood, CORDAID Kinderstem and CORDAID Microkrediet. In Sierra Leone, we focus on four key areas of support – Health System Strengthening, Investments, Resilience, and Private Sector Development.

PURPOSE OF FUNCTION

Based in Freetown, with a little travel to Liberia, the Procurement Manager is expected to support the CORDAID Sierra Leone and Liberia Country Offices in ensuring that key aspects of the Procurement are successfully managed whilst following prescribed CORDAID and Donor Regulations.

DUTIES AND RESPONSIBILITIES

Under overall guidance and direct supervision of the Country Director, the Procurement Manager will be responsible for all following functions, in no particular order of priority, for the efficient and effective running of the Country Offices:

Procurement

- Establish a clear procurement plan ensuring that requests are managed effectively ensuring sufficient time is provided to complete all necessary processes.
- Delegate to individual within the team quotes to obtain, including on the weekly task plan. - Ensure all procurement requests are completed correctly and the duties of collecting quotations is segregated amongst the team to prevent conflict of interest.
- Oversee the procurement analysis of all supplies/services ensuring detailed procedure and selection process is clearly outlined within the analysis section.
- Manage the delivery of goods/services to CORDAID ensuring all items are correctly accounted for by the team.
- Ensure all procurement follows the organisational procurement procedures and all orders are made correctly with the right authorisation

- Provide agenda, organise for all procurement committee meetings with suppliers, detailing minutes of committee meetings
- Support team members to present suppliers with procurement committee meetings. Ensure clear documentation for supplier selection is obtained for auditing purposes.
- Ensure the Conflict of Interest Policy is upheld throughout all processes of procurement
- Report to Country Director any concerns regarding procurement processes.
- Manage the Approved Supplier List
- Ensure all suppliers uphold the terms and conditions of the agreement and in need of sourcing or changing current agreements organise procurement committee to facilitate any necessary additions and changes.
- Conduct price checks on all procurement conducted and manage the team to negotiate strong value for money.
- Support Operations Manager during Vendor Satisfaction Reviews
- Some Logistical Responsibilities
- Any other reasonable tasks assigned by the Country Director

EDUCATION AND JOB RELATED SKILLS

- Minimum of a Degree in Business Administration, Accounting, Human Resources or related field
- Fluent English writing and verbal skills
- Advanced skills in internet use, Microsoft, PowerPoint, Excel and Outlook
- Strong Negotiation skills
- Certificate or Diploma in Procurement an added advantage

RELEVANT WORK EXPERIENCE

- Minimum five (3) years demonstrated working experience in Procurement and office management including facilities--two (2) of which should be at senior management level
- Minimum of three years managing personnel
- Demonstrable network of contacts and high standing in his/her profession with proven record of building and managing effective partnerships and strategic alliances
- Demonstrable working knowledge of Donor and Sierra Leone's Procurement Policies

CORE COMPETENCIES REQUIRED

- Team player
- Proactive
- Diplomatic
- High sense of confidentiality
- Good negotiation skills
- Organised and good at planning ahead
- Ambitious and adaptable
- Good problem solver who can think on his/her feet
- Strong leader as well as a good manager
- Hands on
- Strong multi-tasker
- Demonstrates integrity by modeling CORDAID's values and ethical standards

- Promotes the vision, mission, and strategic goals of CORDAID.
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability

FUNCTIONAL COMPETENCIES:

- Organizes and accurately completes multiple tasks by establishing priorities while taking into consideration special assignments, frequent interruptions, deadlines, available resources and multiple reporting relationships
- Plans, coordinates and organizes workload while remaining aware of changing priorities and competing deadlines
- Establishes, builds and maintains effective working relationships with staff and partners to facilitate the provision of support

SELF-MANAGEMENT

- Consistently approaches work with energy and a positive, constructive attitude
- Demonstrates strong oral and written communication skills
- Remains calm, in control and good humored even under pressure
- Demonstrates openness to change and ability to manage complexities
- Responds positively to critical feedback and differing points of view
- Solicits feedback from staff for self-evaluation and reflective learning.

Field visits play a large part of this role and as such, it is expected that the candidate is willing and able to take part in such activities in all weather conditions – A INGO car or rented vehicle will be made available

TO APPLY

Send your Cover Letter and CV by email to the Human Resource & Operations Manager at: procurementsl@cordaid.org and copy job@jobsearchsl.com

Please address the Subject of your email as: **Procurement Manager**

DEADLINE FOR APPLICATIONS IS February 10th, 2018