

JOB PROFILE FOR PROCUREMENT OFFICER

| | |
|--|--|
| Job Title: PROCUREMENT OFFICER | |
| Department/Program | FINANCE AND ADMINISTRATION |
| Reports to: | HUMAN RESOURCE AND ADMINISTRATION MANAGER |
| <p>Job Purpose:</p> <p>The procurement officer oversees the organisation's procurement activities as guided by the procurement policy. They will manage the supply chain, negotiate contracts, and ensure efficient and cost-effective procurement processes. The position is responsible for developing strategies for procurement of quality products and services, supported with favorable service agreements and must offer advice to staff and management, as required, to ensure realisation of value for money. In addition, they must oversee effective inventory management and coordinate cost effective disposal of assets in accordance with CEHURD's policies and regulations. They will build staff capacities on procurement best practices.</p> <p>Key Responsibilities and Result Areas</p> <ol style="list-style-type: none"> 1. Strategic Procurement Management: <ul style="list-style-type: none"> • Develop sourcing strategies aligned with CEHURD's goals. • Assist in the selection of suppliers based on sustainability, ethical standards, and cost-effectiveness. • Prepare plans for purchasing equipment, services, and supplies. • Develop and implement procurement strategies and policies. • Prepare budgets, cost analyses, and reports. 2. Product/Service Evaluation and Supplier Performance: <ul style="list-style-type: none"> • Review, compare, analyze, and approve products and services for purchase. • Evaluate and select suppliers based on quality, cost, and reliability. • Draft service level agreements for suppliers, evaluating performance regularly. • Monitor, evaluate, and improve supplier performance according to SLAs. • Maintain positive relationships with suppliers and renegotiate prices regularly. 3. Needs Assessment and Collaboration: <ul style="list-style-type: none"> • Work with CEHURD's internal stakeholders to determine procurement needs, quality, and delivery requirements. • Coordinate online purchases based on organizational requirements. 4. Order Management and Efficiency: | |

JOB PROFILE FOR PROCUREMENT OFFICER

- Oversee order placement, supply/demand alignment of supplies, material replenishment, and supplier performance.
- Receive, inspect, and distribute orders.
- Monitor delivery times to ensure timeliness.

5. Financial Control and Reporting:

- Control and monitor expenses against approved budgets.
- Review inventory and update as required.
- Submit accounts for payment to vendors on time.
- Keep daily records and conduct annual asset stock takes.
- Bar code assets and update the asset register.

6. Policy Adherence and Compliance:

- Follow and enforce CEHURD's procurement policies and procedures.

7. Inventory Management:

- Manage inventories efficiently.
- Maintain accurate purchase and pricing records.
- Monitor inventory levels and optimize stock levels.

8. Supplier Relations and Negotiation:

- Maintain and update supplier information (qualifications, delivery times, product ranges, etc.).
- Cultivate and maintain positive supplier relations.
- Negotiate contracts with suppliers and vendors.

9. Continuous Improvement:

- Continuously seek opportunities to improve procurement processes.
- Develop and implement measures to enhance efficiency.

QUALIFICATIONS:

- Bachelor's degree in Procurement, Supply Chain Management, or related field.
- Extensive experience in logistics and procurement.
- Strong negotiation and contract management skills.
- Leadership and team management experience.

JOB PROFILE FOR PROCUREMENT OFFICER

SKILLS AND COMPETENCES;

- Procurement expertise
- Vendor management and negotiation skills
- Compliance with regulations and policies
- Team management skills