

## JOB DESCRIPTION

<b>JOB TITLE</b>	<b>PROCUREMENT MANAGER</b>	<b>GRADE</b>	<b>4</b>
<b>PILLAR</b>	Corporate Services		
<b>ABOUT THE ORGANISATION</b>	<p>FSD Africa is a specialist development agency set up to support breakthrough ideas to build and strengthen financial markets across sub-Saharan Africa. It works to reduce poverty by strengthening Africa's financial markets. It does this by tackling the most intractable financial market challenges in Africa - including the lack of long-term finance, especially in local currency, dysfunctional credit markets and inadequate risk management capacity.</p> <p>FSD Africa's team of financial sector experts works alongside governments, business leaders, regulators, and policymakers to design and build ambitious programmes that make financial markets work better for everyone. Depending on the project, it can provide grants, investment capital, technical assistance, and market insights (e.g., through research) to ensure it achieves its objectives.</p> <p>We focus our work where the need is greatest, and where we believe the potential for impact is the most significant. We have a specific mandate to invest in breakthrough, innovative ideas that we believe can have a transformative impact.</p> <p>Among the high potential areas identified is an exciting new initiative to drive inclusive economic development by supporting digital transformation. While levels of digitalisation vary widely across Sub Saharan Africa, in all cases, digitalisation is expected to increase in the next ten years with profound effects on the real economy and on the rate of inclusive growth. The financial system is already shaping and powering the emergence of the digitalised economy in new and important ways. FSD Africa seeks to be at the forefront of research, advocacy, and action for financing the inclusive digital economy in Africa.</p>		

<b>REPORTING RELATIONSHIPS</b>	<b>REPORTS DIRECTLY TO</b>	Director Corporate Services
	<b>REPORTS INDIRECTLY TO</b>	
	<b>DIRECT REPORTS</b>	Procurement Officer
	<b>INDIRECT REPORTS</b>	
<b>JOB PURPOSE</b>	The job holder is responsible for implementing the procurement strategy for the timely and cost-effective acquisition of goods and services that results in added value to FSD Africa and meets the standards of international best practice and FSD Africa regulations.	

## **KEY RESPONSIBILITIES AND ROLE REQUIREMENTS**

### **1. Strategic Planning & Management**

Lead the procurement unit in developing effective procurement strategies that are aligned to and support the achievement of FSD Africa overall goals and objectives resulting in a high standard of efficiency in the procurement of goods and services whilst ensuring value for money in managing the resources of the organisation:

- Ensure general work objectives for the Procurement Unit are set and oversee implementation of set goals.
- Ensure quality control is maintained both through the approved suppliers' list and framework contracts entered into by FSD Africa.
- Utilise FSD Africa's IT procurement systems to track all procurements and advise on how these can be enhanced. Generate aged supplier reports regularly for ensuring suppliers are paid on time and reviews with DCS.
- Ensure that procurements always meet best practice with appropriate involvement of the user departments in relation to the terms and specifications of the goods and services to be procured.
- Ensure that FSD Africa always maintains a high level of competition in procurement from suppliers by providing guidance to user departments and ensures that the appropriate method of sourcing is used.

### **2. Vendor Identification & Evaluation**

Manage the process of identifying suitable and appropriate vendors that meet the needs and requirements of FSDA in terms of quality and Value for Money.

- Conduct market research on suppliers and vendors to ensure that FSD Africa's vendors database is all inclusive of new entrants in the market and provide updated information to guide planning and budgeting.
- Manage the pre-qualification process in a transparent manner in order to attract the most appropriate suppliers for frequently procured items.
- Conduct due diligence on selected pre-qualified vendors to mitigate risk.
- Act as a Secretariat to the tender evaluation teams to develop and apply objective criteria for supplier selection & pre-qualification.
- Maintain and regularly refresh the ASL (Active Suppliers' List).

### **3. Procurement & Disposal Management**

Manage the procurement and purchasing process in a proactive and transparent manner which results in adding value to FSD Africa's activities and has a positive impact on organisational performance:

- Lead the establishment and consolidation of the procurement plan in alignment with the Annual Business Plan & Budget (ABPB); develop relevant and appropriate RFP/RFQ in line with scope of work/TOR's for the sourcing of suppliers of goods/services.
- Support DCS and user departments in the production of the ABPB through providing information on cost estimates and identifying FSDA's capital requirements for the year ahead; add value to FSD Africa's operations by identifying areas of cost reduction and optimisation.

- Review received procurement requests for completeness, accuracy and relevance in line with FSD Africa's procurement plan; facilitate the evaluation process according to and in line with FSD Africa's policies and procedures.
- Review the disposal policies and procedures for relevance and consistent application, updating where it is required; manage the disposal process and ensure that the Asset Disposal Committee is guided on the most appropriate method of disposal in line with policy & best practices.
- In liaison with the finance department review the asset inventory to determine assets that are identified for disposal.

#### **4. Accountability & Compliance**

Ensure that FSD Africa's policies and procedures in procurement are followed and are in accordance with the procurement manual and best practice to minimise risk:

- Periodically initiate the review of internal procurement policies, practices and procedures to ensure continued relevance to FSD Africa's operations. Ensure that the procurement policies and procedures are always followed.
- Lead the planning, designing and implementing of an overall risk management framework for procurement; identifying, assessing and managing potential risks associated with procurement.
- Respond to internal and external audit queries, develop a system of managing risks in the procurement process and develop risk mitigation measures.
- Provide capacity building training, support and advice to FSD Africa's staff so that they can engage effectively with the procurement process; provide specialist advice on best procurement practice across the organisation.
- Effectively manage the centralisation of procurement records including, reviewing completed procurement files before archive.

#### **5. Contracting & System Development**

Ensure effective management of procurement contracts :

- Develop contracts and to support actions for inadequate contract performance; ensure deliverables and timelines are explicitly set out in the TOR for a Consultancy.
- In liaison with pillar heads/ pillar representatives, engage vendors in contract negotiations to ensure that FSD Africa gets value for money and that T&Cs are clear and acceptable to both parties before contracting.
- In liaison with user departments, monitor and track contracts being processed, identify constraints/challenges especially deviations from agreed procurement schedules and seek to resolve issues in a timely manner.
- Contact and inform vendors of contract awards and project plan (start -end date, milestones, deliverables, contract KPI's, focal point person)

#### **6. Team Leadership**

Lead the team effectively and efficiently to ensure the provision of high levels of (internal & external) customer service:

- Plan and organise the work of the team to achieve team and functional objectives in the most cost-effective manner possible; ensuring that team members are given appropriate workloads and are working efficiently.
- Monitor and review performance; hold subordinates accountable for achieving results, meeting standards of excellence and delivering any improvement goals which have been identified; taking decisive action in the case of poor performance.
- Provide leadership to the team, managing performance and providing an engaging leadership style to ensure motivation. Carry out their performance appraisals and identify training and development needs.

**Carry out any other duties or special assignments as assigned by the Management.**

## PERSON SPECIFICATIONS

### 7.1 Qualifications and Education

- Bachelor's degree in supply chain management, logistics or business administration or any other related field.
- Professional certification in procurement. e.g. in CIPS

### 7.2 Experience, Knowledge and Skills

#### Essential

- 5-7 years of procurement management experience
- Knowledge of administrative, budgetary, procurement procedures
- Strong negotiation, problem solving analytical skills
- Familiarity with using computerised procurement systems
- Experience in contract negotiations
- Excellent written and spoken English

#### Desirable

- Experience of working in a multi-cultural environment
- Experience of working with the donor community
- Languages: English, Swahili and/or other African languages

COMPETENCIES	Level 1 Foundation	Level 2 Specialist	Level 3 Leadership
Commitment & Drive for Results			✓
Proactivity & Innovation		✓	
Effective Resource Management			✓
Relationship Building			✓
Communication & Influencing			✓
Thinking & Problem Analysis		✓	
Learning & Resourcefulness		✓	

## KEY RELATIONSHIPS

### Internal Relationships

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### External Relationships

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## FINANCIAL RESPONSIBILITIES

<b>Direct Control</b> •	<b>Indirect Influence</b> •
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APPROVAL PROCESS	SIGNATURE	DATE
<b>Job Holder</b>		
<b>Director HR &amp; Talent Management</b>		