

JOB DESCRIPTION

JOB TITLE	PROCUREMENT OFFICER	GRADE	2
PILLAR	Corporate Services		
ABOUT THE ORGANISATION	<p>We work to reduce poverty by strengthening Africa’s financial markets.</p> <p>Established in 2012 and supported by UK aid, FSD Africa is a specialist development agency working to build and strengthen financial markets across sub-Saharan Africa. We work to reduce poverty through a ‘market systems development’ approach, which means we aim to address the structural, underlying causes of poverty by improving how financial market systems function.</p> <p>We believe that investing in building a financial system that is transparent, stable and accessible creates the conditions for a fair and sustainable future, where inequality is reduced, corruption is tackled, and where individuals, businesses and governments alike are able to prepare for future challenges, from climate change to political instability.</p> <p>From our headquarters in Nairobi, our team of financial sector experts work alongside governments, business leaders, regulators and policy makers to design and build ambitious programmes that make financial markets work better for everyone. Depending on the project, we can provide a combination of grants, investment capital, market insights or technical assistance to ensure we achieve our 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. By sharing risk with our partners, we’re able to address more difficult, persistent, or higher-risk challenges, in more unstable or fragile geographies, than traditional development finance organisations.</p> <p>The FSD Network consist of autonomous member organisations, each with their own Board of Directors and independent strategies. FSD’s Strategy 2.0 includes a number of new initiatives designed to identify opportunities for enhancing collective impact by working together. Significant funding has been made available by DFID to support the development and implementation of collaborative programming (CoPro) and to extend the network by founding new FSDs.</p>		

REPORTING RELATIONSHIPS	REPORTS DIRECTLY TO	Assistant Procurement Manager
	REPORTS INDIRECTLY TO	
	DIRECT REPORTS	
	INDIRECT REPORTS	

JOB PURPOSE	The role holder is responsible for implementing FSD Africa’s procurement strategy for the timely, cost-effective acquisition of goods and services that results in added value to FSD Africa and meet the standards of international best practice and FSD Africa regulations.
--------------------	--

KEY RESPONSIBILITIES AND ROLE REQUIREMENTS

Planning & Program Support

Work with the procurement team and heads of the departments to collect, review and incorporate user needs in the procurement plan ensuring they are in line with FSD Africa’s work plan and budget resulting in the implementation of a proactive and responsive procurement plan:

- Engage with the user department to collect procurement needs for inclusion in the procurement plan; review previous FSD Africa’s procurement plans and budgets to ensure that repeat procurements are minimal as well as considering opportunities for enhancing cost-effectiveness through bulk purchases
- Consolidate identified procurement needs and develop a draft annual procurement plan that supports FSD Africa’s business plan
- Monitor the implementation of the procurement plan so to ensure responsiveness to the user needs
- Work continually to improve and enhance the level of customer service provided to staff and partners
- Participate in evaluation of bids and provide professional guidance.

Vendor Identification & Evaluation

Participate in the process of identifying suitable and appropriate vendors that meet the needs and requirements of FSDA.

- Work with project leads to develop and apply objective criteria for supplier selection & pre-qualification (during generation of ToRs and Eols) and issue tender documents to bidders
- Coordinate receipt of proposals and evaluation pack for the panel, consolidate proposal assessments and share outcome with panellists in accordance with procurement policy provisions and best practice
- Review FSDA’s supplier’s performance to identify vendors that performed poorly / well according to performance contracts
- Carry out market research on potential suppliers and vendors to ensure that the database of FSDA vendors includes new entrants in the market
- 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
- Manage vendors professionally and providing feedback to improve their performance.

Procurement & Disposal Management

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

- Review received procurement authorisation request for completeness, accuracy and relevance in line with FSDA's procurement plan.
- Develop a relevant and appropriate RFP/RFQ in line with scope of work/ TOR's for the sourcing of suppliers of goods/services; facilitate the evaluation process according to and in line with FSDA's policies and procedures.
- Recommend relevant and appropriate methodology of sourcing in line with guidelines of threshold and will result in the identification of the most suitable supplier/ vendor.
- Work with the relevant departments to prepare and or finalise the list for disposal and convening of the committee meetings.
- Assist in educating suppliers so that they comply with FSDA's procedures and provide proper documentation that will ensure timely payments to be made

Accountability & Compliance

Ensure that FSDA's policies and procedures in procurement are followed and are in accordance with best practice:

- Maintain the tracker for contracts, ensuring details are up to date.
- Maintain a record of amendments to service contracts and grant agreements, including tracking of sole-source contracts.
- Strengthen institutional capacity through development of procurement tracking tool and weekly procurement dashboards for status reporting of procurements.
- Support audits; ensuring that any corrective actions relating to procurement are closed out in a timely manner

Contracts & System Development

In liaison with the Legal and Contracts Office, support the contracts development process that has FSDA's interests and expectations in mind, and that there is a clearly defined legal and binding document with the vendor for quality service delivery:

- In liaison with functional contract managers, engage vendors in contract negotiations to ensure that FSDA gets value for money and that T&Cs are clear and acceptable to both parties before contracting.
- Develop service contracts in line with agreed recommendations as defined and agreed at the end of the evaluation and selection process.
- Contact and inform vendors of contract awards and project plan (start end date, milestones, deliverables, contract KPI's, focal point person)
- Monitor validity of issued contracts ensuring that the relevant notifications are communicated to the contract focal point person raising awareness for completion.

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
- Full or Partial qualification in CIPS

7.2 Experience, Knowledge and Skills

Essential

- 2-3 years of procurement management experience
- Excellent written and spoken English

Desirable

- Experience of working in a multi-cultural environment
- Experience of working with the donor community
- Experience working with Microsoft Dynamics ERP systems
- 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

-

External Relationships

-

FINANCIAL RESPONSIBILITIES

Direct Control

-

Indirect Influence

-

APPROVAL PROCESS	SIGNATURE	DATE
Job Holder		
Procurement Manager		