

**INTERNATIONAL PLANNED PARENTHOOD FEDERATION
AFRICA REGIONAL (IPPFAR)**

JOB DESCRIPTION

Job Title:		Department:	
Procurement Specialist		Operations	
Location:	Responsible to:	Date:	Rank:
Nairobi	Head of Operations	October 2021	C3

1. JOB PURPOSE

The Procurement Specialist is responsible for the procurement of goods and services and supporting improvement in logistics and procurement functions.

2. KEY TASKS.

Under the overall supervision of the Head of Operations:

1. Develop, facilitate, implement, monitor, and review procurement plans
2. Manage the procurement function at IPPF which includes procurement of goods, works and services.
3. Responsible for managing all procurement contracts, coordinate and monitor the function to ensure compliance with procurement policies and practises and donor requirements.
4. Procure all materials and equipment ordered in a cost-effective and transparent manner in line with ARO and donor specific policies.
5. Liaise with suppliers to create realistic delivery schedules and compare actual deliveries to evaluate supplier performance and responsiveness.
6. Prepare the request for proposals (RFPs), Request for Quotations (RFQs) and ITB relevant documents and reports for tender committee review.
7. Participate in evaluation of bids and proposal and make sure the bids evaluation report technical evaluation, minutes of negation's and negotiated contract in selection of consultants contain all the facts and information required to justify the recommendation made in the reports.

8. Ensure proper procurement systems and procedures to ensure strict adherence to set policies under the overall finance and administration rules for the Regional Office and Sub-Offices.
9. Maintain a database on all procurement activities for Regional Office and Sub-Office and ensure that the purchase of assets is registered in the inventory databases.
10. Maintain and update suppliers list using the Supplier registration form.
11. Coordinate and facilitate the supplier pre-qualification process.
12. Ensure procurement files are accurate and records follow Procurement manual and donor policies.
13. Ensure that filing systems are properly established, that all soft and hard copies of procurement files are accessible and manageable.
- 14.
15. Review Invoices attached supporting documents and submit them for payment of suppliers to finance on a timely manner.
16. Review Invoices and attached supporting documents where necessary to submit for tax exemption requests the regional Director.
17. Responsible for ensuring that IPPFAR travel policies and procedures are well understood and followed.
18. In coordination with the Administration unit establish detailed requirements for office supplies, equipment and other goods required (for workshops and meetings and the office.
19. Ensure that requisite quotes are obtained from the list of approved suppliers and ensure that purchases are adequately supported by LPOs, Invoices and Delivery notes.
20. Ensure all approved quotations are captured into the ERP in time and that LPOs raised are sent to the selected suppliers.
21. Ensure all suppliers/service providers invoices are scrutinized, recorded, and promptly accounted for into the ERP.
22. Build and maintain positive relationships with all members of staff, and contactors both within and outside the Federation.
23. Undertake any other reasonable duties as may be requested by the supervisor.

PERSON SPECIFICATION

1) Competencies

PROFESSIONALISM: Knowledge of (related field). Demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines, and achieving results; is motivated by professional rather than personal concerns. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

TEAMWORK: Works collaboratively with colleagues to achieve organizational goals; solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; places team agenda before personal agenda; supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

PLANNING & ORGANIZING: Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.

COMMUNICATION: Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify and exhibits interest in having two-way communication; tailors language, tone, style, and format to match audience; demonstrates openness in sharing information and keeping people informed.

ACCOUNTABILITY: Takes ownership of all responsibilities and honours commitments; delivers outputs for which one has responsibility within prescribed time, cost, and quality standards; operates in compliance with organizational regulations and rules; supports subordinates, provides oversight, and takes responsibility for delegated assignments; takes personal responsibility for his/her own shortcomings and those of the work unit, where applicable.

2) Education

- Post graduate degree in any of the following: - Commerce, Business Administration, Finance, Economics, Procurement and Supplies Management, or their equivalent qualification from a recognized institution
- Postgraduate diploma in Purchasing and Supplies (CIPS) and asset

3) Work Experience

- Five (5) years relevant practical procurement experience
- 8 years relevant experience in procurement and/or financial management, administration preferably in an NGO.
- Understanding of the local market, local legislation related to contracts, suppliers, contractors and business requirements and tax regulations, legal aspects of contracting and contract management.
- NGO experience preferred with thorough understanding of institutional donors' policies relating to procurement
- Forecasting; Project management; Logistics information systems; Business strategy; Supply and inventory management Supply and demand planning.

4) Languages

English and French are the working languages of the ARO. For this post fluency in English and French (both oral and written) is required. (Knowledge of Portuguese is an advantage.)

5) Assessment

Evaluation of qualified candidates may include a desk review and/or an assessment exercise which may be followed by competency-based interview.

6) Other requirements

Ability to work in a multicultural environment.

Willing to work outside standard office hours as required.

Willing to travel internationally.