



[Procurement Officer] - Role profile

Location	Maiduguri	Department	International
Reports to	Senior Operations Coordinator	Salary Band	E
Matrix manager	N/A	<u>Competency level</u>	2

Role definition

To be responsible for Christian Aid's Procurement in the Northeast and across other locations where Christian Aid is implementing projects.

The role is key in supporting and implementing the procurement guidelines and ensuring that procurement processes are well documented and in line with donor requirements. The role plays a key role in vendor and contractor engagements and ensures that all contractual processes are adhered to.

Role purpose

- The Procurement Officer reporting to the Senior Operations Coordinator will work closely with the Procurement Committee to ensure effective procurement processes in the Humanitarian Response.
- The role holder will support Christian Aid's response to the humanitarian crisis in Nigeria with special focus on procurements. She/he will support Christian Aid's procurements across funded programmes which are implemented by Christian Aid and her partners in Borno, other states in the northeast and other Christian Aid project locations.
- The role holder will assist in the implementation and documentation of all procurement processes. She/he will work closely with programme leads to ensure that procurements on each project are done in a timely manner.
- She/ he will ensure transparent vendor engagements in line with Christian Aid's procurement guidelines and ensure that value for money is achieved with every transaction.
- The role holder will ensure transparent and open communication in respect of procurement and be accountable for the delivery of the procurement processes.
- The role holder will supervise the Procurement Assistant.

Key outcomes

- Ensure that all procurement processes are properly documented, and that engagement of contractors and vendors are in line with Christian Aid's procurement guidelines.
- Track status of procurement requests and provide updates through procurement request status reports.
- Maintain a Vendor List with updated information on different categories of goods and services and performance ranking based on recent post-delivery evaluations.
- Support tendering processes, opening of bids and selection of qualified contractors/ vendors. Ensure the contractual processes are in line with Christian Aid's contractual guidelines.
- Work closely with the Senior Operations Coordinator and Project Leads to have up to date procurement reports across all projects.

- Update procurement tracker and share information as may be required.
- Carry out market survey and analysis of current prices of items frequently procure for project implementation activities
- Work with other operations staff, finance, compliance and safeguarding colleagues in conducting quarterly vendor session
- Analyse quotes and work closely with the Procurement Committee
- Deliver timely and transparent procurement processes

Role agility

Expected travel per annum Up to 30 days

On call/unsocial hours No

Surge capacity for emergency responses

In order to respond to ever changing demands within the environment, Christian Aid operates within an agile framework (both in workforce and operational) that requires from all employees, a high level of responsiveness and adaptiveness to processes and structures making flexibility and a project based working approach the norm. To sustain this system, managers may/will agree further details of specific tasks and duties as part of the performance agreement. Any reasonable duty may be assigned that is consistent with the nature of the job and its level of responsibility, and employees may be required to change the focus of their role from time to time.

Role context

The role will be based in Maiduguri, be part of the Operations Team and the wider Nigeria Country team. The post holder will support the Head of Operations to deliver on the procurement mandate of the team working closely with the Procurement Committee to ensure that funds spent on commercial goods and services across the various country programme activities achieve value for money and risks are well managed.

The role is key in supporting and implementing the procurement guidelines and ensuring that procurement processes are well documented and in line with donor requirements. The role plays a key role in vendor and contractor engagements and ensures that all contractual processes are adhered to.

Role requirements

Relationships

External Build strong relationships with partners, vendors, contractors, donors and stakeholders as may be required.

Internal

Build strong relationship with staff in the humanitarian response, the country office especially the Operations and Finance team and across all project states.

Decision making

<p>Budgetary/savings responsibility Make decisions in order to support team effectively, from definition of product specification to product delivery in addition to day-to-day management of vendors. Also providing technical input on all procurement and logistics issues. Day to day decision to ensure partner portfolio projects are running effectively and higher levels decisions on supporting the projects informed by Christian Aid's strategy and strategic focus areas. Make suggestions around project proposals, so they are prepared and comply with reporting requirements.</p> <p>Contribute to shaping and implementing logistics and procurement strategy, making sound decisions to support this.</p>	
<p>Analytical skills</p> <p>The post holder will have the ability to apply logical thinking and common sense to gathering and analysing information. Tasks involve analysis and choosing between options, where the solution is not always obvious and where considerable initiative and judgement is required. They will be working in a conscientious, consistent, and thorough manner. Integrate and interpret broad and complex information. Analyse spend data, track and report savings and cost avoidance</p> <p>Work on complex specialist/ technical issues. Required to develop new ways of doing things to better meet program goals requiring substantial creative or analytical ability.</p>	
<p>Developing self and others</p> <p>The post holder will be expected to manage and prioritise their own work and be proactive. Working alongside the Senior Operations and Procurement Coordinator, they will give advice to programme staff in country regarding procurement and supplier management. Develop capacity to manage high value and complex procurements</p> <p>develop working knowledge of contract terms and conditions. Help teams to effectively manage suppliers</p>	
<p>Number of Direct reports 1</p> <p>Ability to take initiative, be self- motivated and have direct responsibility for developing, coaching and motivating new and existing staff on procurement processes.</p>	<p>Overall people management responsibility 1</p>
<p>Role related checks</p> <p>Child protection clearance Not required Counter terrorism screening Required</p>	

Person specification
<p>Applied skills/knowledge and expertise</p> <p>Essential</p> <ul style="list-style-type: none"> • BA/B.Sc. Degree in Supply and Purchasing Management or related field such as (Logistics or Administration), from a recognized institution. • Good commercial awareness • At least 3 years relevant procurement experience in a similar organisation including the use of comprehensive evaluation techniques is essential. • Is Proven ability to prepare reports and maintain complete files and records. • High level of computer literacy (Word and Excel essential) • Ability to prioritize within a multi- tasking environment • Prior experience in a similar role in an INGO is required.

- Member of a professional procurement body is an added advantage
- Demonstrable ability to handle high volume and complex procurement processes
- Ability to work as a team and have good inter-personal skills
- Ability to multi – task, result oriented and dependable.

Desirable

- Familiar with different procurement and logistics context across the country especially in the northeast Nigeria.
- Ability to communicate fluently in Hausa and English language.
- Strong analytical skills, and ability to identify solutions, and implement resolutions
- Membership of a professional purchasing organization is an advantage
- Knowledge of framework agreement and contract drafting

LEVEL 2: You are expected to be able to:**Build partnerships**

- Supportively manage teams or lead on projects, involving others in discussing how to take work forwards, helping people feel part of the team and treating everyone equally.
- Influence others to develop shared understanding and work cooperatively and collaboratively towards common goals where there are different personal or organizational agendas.
- Develop and maintain new relationships with individuals and organizations to further Christian Aid's aims.
- Recognize and value differences in people; be ready to challenge assumptions, beliefs or attitudes in self or others.

Manage expectations and adhere to what's agreed, by doing what you say you're going to do

Communicate effectively

- Reflect the needs of different audiences, adapting style, media, timing and pace to communicate most effectively.
- Show an understanding of how personal and external factors impact on others' communication style and needs and seek to manage these differences to ensure that all voices are heard.
- Clarify expectations and anticipate interests and potential issues of others, in order to help them get involved in debate and dialogue.

Steward resources

- Accept accountability internally and externally for the effective use of Christian Aid resources.
- Look for ways to achieve more effective outcomes by using existing resources in a new or different way, before using or commissioning new resources.
- Ensure results of self and others are achieved to quality and time by managing allocated resources and workloads.

Deliver results

- Create plans with key milestones and measurable outcomes: track progress and adjust to meet the objectives, ensuring others are aware of changes and reasons for them.
- Ensure individuals/ teams understand and agree to work to the overall goals, specific objectives and quality standards.
- Make recommendations or decisions in the best interest of Christian Aid, involving others as needed whether in and beyond own work area.

- Be willing to take action or make recommendations or decisions in difficult or ambiguous situations.
- Commit to your decisions and be accountable for them.
- Show willingness to adapt if your initial decision did not produce the expected result.

Realize potential

- Demonstrate continuing commitment to your own professional and personal development.
- Utilize coaching and mentoring skills in order to support others to develop.
- Encourage others to give their best by discussing goals and aspirations and recognize achievement.
- Provide an appropriate level of supervision according to need; know when to provide help and when to give others enough space to learn.
- Give constructive and timely feedback to others on difficult or contentious issues.
- Deal with poor performance directly and sensitively, seeking appropriate and timely advice and support if needed.

Strive for improvement

- Be open to radical suggestions to avoid closing down options too early.
- Evaluate benefits and risks of new ways of working or ideas and identify ways to reduce risk.
- Find and implement ways to better support internal knowledge and information sharing.
- Coach others on dealing with resistance to change.
- Seek and evaluate a range of viewpoints, whether internal or external, about how Christian Aid could do things better, regardless of whose ideas they are and what role they have.

Digital/IT competencies required

Word, Excel, PowerPoint	Intermediate	Web content design & development	Basic
Internet based collaboration tools and video calling	Basic	Social Media	N/A
Data Visualisation	Intermediate		

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