

Job description

Job title	Administration Officer (Procurement Support)
Department	Finance and Admin
Location	Abuja, Nigeria
Reporting to	Senior Finance and Operations Manager
Responsible for	N/A
Liaison with	Options teams
Hours	Full time, 40 hours per week
Type of contract	Fixed Term – 4 months until April 2022
About Options	
<p>We are a global team of experts and innovators tackling some of the world’s most pressing health challenges. We work with leaders and change makers around the globe to bring health strategies to life. We provide ideas, advice and technical know-how that enable our partners to build a path to lasting change.</p> <p>With 30 years’ experience in global health, we collaborate with our partners to explore existing evidence, combine expertise, scale up ideas and co-create solutions that accelerate change. This includes collaborating on policy design, managing initiatives, building powerful coalitions and galvanising social movements. Our impact is felt across whole communities, with a focus on women, girls and those who have been marginalised.</p> <p>As part of MSI Reproductive Choices, all our profits go back into supporting MSI’s own mission of children by choice, not chance.</p> <p>We believe in a world where everyone can access the high-quality health services they need, without financial burden.</p>	
Main purpose of job	
<p>The job holder will be responsible will provide administrative support and ensure compliance with procurement policy while providing a consultative service to staff regarding the procurement of Goods & Services. The post holder will work closely with and report to Options Nigeria Senior Finance & Operations Manager. The role is based in the Options Nigeria head office in Abuja with potential travel within Nigeria, with overnight stays as required.</p> <p><i>Note: All levels of position in the organisation assume some degree of responsibility for safeguarding. Your accountabilities will align with the level and scope of the position and appropriate training will be provided.</i></p>	

Main duties

Procurement Support

- Coordinate's procurement processes including development of Request documents, manage tender evaluation processes, including the preparation of evaluation reports, recommendations and associated correspondence
- Provide accurate, timely and auditable assistance in the administration of the Options Nigeria procurement process, ensuring that processes are fully documented and are compliant with current Options Nigeria Procurement Procedures.
- Check the validity of requests to purchase and resolve or refer non-compliant requests to SFOM for guidance as appropriate.
- Review all deliveries for discrepancies, raise queries, and follow-up with the vendors to ensure all issues identified are solved promptly.
- Collate and ensure completeness of procurement documents and expedite actions on processing the vendor's payment within the time frame stipulated in the contract and follow-up with the receipt
- Serve as the secretary to the procurement committee and maintain a database of preferred suppliers in line with Options' procurement policies and manage such suppliers to ensure quality service delivery including annual appraisals

Office Administration

- In collaboration with the Admin. Officer, provide support to the programme by procuring relevant hotel services for meetings and materials needed for the events.
- Ensure records and files are accurately and consistently saved
- Support the Senior Finance and Operations Manager in the management of assets for the Options Nigeria office in line with current Options procurement policies.
- Carry out a monthly store/stock control.

Office Systems and Policies

- Support the SFOM to ensure consistency of operational systems and processes across the implementation of different programmes.
- Support the SFOM to maintain the database of preferred suppliers

And any other job as may be directed by the SFOM

Note: this job description reflects the present requirements of the post. As duties and responsibilities change and develop the job description will be reviewed and be subject to amendment in consultation with the job holder.

Signed by:

Date:

Person specification

Criteria	Essential	Desirable
Qualifications		
Professional qualification or degree in a relevant subject	✓	
Minimum of 2 years of experience in a similar role (or a diploma in Business Administration, Accounting, and 4 years of experience)	✓	
Experience		
Office experience in operations, finance, or administrative position ideally in a fundraising, business development or communications team	✓	
Experience in office operations, administration, and procurement according to best practice guidelines	✓	
Skills and attributes		
Strong operations, administration and organisational skills, good time management	ü	
Excellent Word, Excel, PowerPoint skills	ü	
Other requirements		
Pro-choice	ü	
Commitment to equal opportunities	ü	
A commitment to the programmes and Options' principles of Safeguarding, Do No Harm, and to comprehensive sexual and reproductive health and rights	ü	
Fluency in written and spoken English	ü	