



Africa Harvest Biotech Foundation International (AHBFI)
 Washington DC ♦ Nairobi ♦ Johannesburg ♦ Toronto ♦ Lusaka

CAREER OPPORTUNITY

POSITION: PROCUREMENT MANAGER

Africa Harvest Biotech Foundation International is a Non-Governmental International Organization with Headquartered in Nairobi Kenya and working with rural communities across Kenya & Africa to address challenges of food, nutrition, and income insecurity by streamlining agricultural value chains. The organization implements programs in Cereals, Horticulture, tubers, legumes, poultry, and Dairy goats value chains with the aim of enhancing production and productivity, catalysing the development of SMEs and generating dignified and fulfilling jobs for Youth and Women. Our programs are designed to enhance resource utilization, empower livelihoods, enhance ecosystem management and contribute to Sustainable Development Goals (SDGs) through the social, environmental, and economic pillars.

Africa Harvest wishes to invite competent and dedicated individuals to apply for the role of **Procurement Manager**.

JOB TITLE: PROCUREMENT MANAGER	
REPORTING: Chief Executive Officer	LOCATION: Nairobi.
Matrix working relationship: Chief Finance Officer, Administration Staff, Procurement Officer	CONTRACT LENGTH: (3 Years)
<p>ROLE PURPOSE: This role is responsible for the management of all procurement activities in the Africa Harvest Biotech Foundation International (AHBFI). The Procurement Manager will oversee the purchasing process, from selecting suppliers to disposal of assets. This role includes responsibility for procuring goods, materials, and services to meet operational needs, considering price, quality, and delivery to ensure supply continuity. The role holder will work closely with other teams to complete procurement activities with a focus on assigned units as well as ensuring compliance with procurement procedures and processes in line with internal policies and those of external stakeholders.</p> <p>MEASURES OF PERFORMANCE: The performance of this role holder will be assessed based on the achievements made on:</p> <ol style="list-style-type: none"> 1. Compliance with institutional procurement policies and procedures as well as those of external stakeholders (donor, funders etc) 2. Annual Procurement plans aligned to program/projects and institutional requirements. 3. Establishment and effective management of master agreements to improve efficiency. 4. Effectiveness and efficiency of technical evaluation panels and approval of procurement files. 	

5. Achievement of desired quality goods and services and turnaround time and lead times
6. Cost effectiveness.
7. Effective utilization of appropriate tools and systems in processing of procurement requests.

KEY AREAS OF ACCOUNTABILITY:

I. Procurement & Supply Chain Management

- i. Negotiate and manage contract terms with suppliers to ensure value for money, quality standards and delivery terms with technical and operational input from AHBFI Nairobi and Field Offices.
- ii. Ensure Service Level Agreements (SLAs) for purchase and delivery of supplies, equipment and services are agreed with supported departments, monitored, periodically reviewed and updated.
- iii. Support various teams to prepare annual procurement plans, consolidate procurement plans received from various teams (programs, program support and Field offices) and monitor its implementation.
- iv. Ensure that AHBFI purchasing policies and processes are in place and updated regularly to meet objectives and operational needs in terms of price, quality, and delivery targets.
- v. Lead the identification of vendors, their vetting and screening, undertake periodic evaluation to monitor effective delivery so that the organization has effective mix of vendors.
- vi. Ensure that all purchased goods meet set standards, are fit for their intended purpose and have, where applicable, appropriate inspection certificates.
- vii. Take part in procurement selection meetings to evaluate tender applications against approved technical specifications and with due regard to market price, cost, quality and speed of delivery as well as economy of operations.
- viii. Participate in meetings to negotiate procurement contracts with suppliers and vendors and following up to ensure that all contractual obligations are fulfilled within budgetary limitations and in accordance with the performance agreement.

2. Operational Responsibilities:

- i. Facilitate the implementation of contracts by suppliers and service providers to ensure that they meet their contractual obligations
- ii. Provide information as required for any petition or investigation to suspend a tender or contractor or any investigation under review procedures.
- iii. Stay current and up to date on any changes that may affect the supply and demand of needed products and materials and advise client departments of any impact.
- iv. Develop and maintain strong relationships with internal and external stakeholders to ensure optimal performance.
- v. Ensure that professional and consistent supplier management is applied across the supply base in line with the AHBFI procurement policy.
- vi. Provide proactive, rigorous, and logical methods to solve procurement related challenges faced by different AHBFI stakeholders.

- vii. Ensure coherence in the procurement function to have positive impact on efficiency and value addition to AHBFI.
- viii. Recommend solutions without compromising quality or service while optimizing cost.
- ix. Lead and develop a team of procurement professionals in AHBFI by providing guidance, training, and support.

3. Inventory Management and Quality Assurance

- i. Coordinate with inventory and warehouse teams to manage stock levels and avoid overstocking or stockouts.
- ii. Implement inventory optimization strategies to reduce holding costs.
- iii. Ensure that all procured products and services meet the required quality standards.
- iv. Work closely with quality control teams to resolve any quality issues or.

4. Compliance and Risk Management:

- i. Ensure compliance with relevant laws, regulations, and internal policies.
- ii. Identify and mitigate risks related to procurement activities, including supply chain disruptions.
- iii. In collaboration with AHBFI leadership, identify and assess areas of significant compliance risk within the procurement function and work with leadership to design and implement corrective action plans.
- iv. Ensure all procurement activities are performed in accordance with the laid down standard operations procedures, government regulations and any other laws and regulations governing business operations.
- v. Follow-up and resolve any identified audit findings and support to implement internal and external audit corrective action plans.
- vi. Ensure that all purchases have complete and accurate support documentation and are appropriately filed.

5. Reporting and Analysis:

- i. Prepare and present regular reports on procurement activities, costs, and performance metrics.
- ii. Use data analysis to identify opportunities for cost savings and process improvements.
- iii. Ensure standard reports are prepared, analysed and shared with relevant AHBFI stakeholders as per standard requirements and schedule.
- iv. Produce periodic reports aimed at monitoring quality and compliance on Procurement processes.
- v. Develop Procurement-focused indicators and dashboard to measure efficiency and effectiveness.
- vi. Produce relevant reports for management decision making.

QUALIFICATIONS:

Education & Certifications:

- Bachelor's degree in Business Administration, Procurement/Supply Chain Management, Logistics or related field.

- Master's degree in Procurement/Supply Chain Management or related field is preferred.
- Professional qualification in Procurement or Supply Chain Management is preferred.
- Member of a relevant procurement professional body (KISM/CIPS).
- Excellent skills in Microsoft Office Tools (Word, Excel, Outlook).
- Valid Certificate of Good Conduct.

Experience:

- At least 5 years' relevant work experience in a non- profit organization, with 2 years direct supervisory experience.
- Knowledge and understanding of donors' rules and regulations applicable to Procurement is desired.
- Demonstrated experience in purchasing/procurement management, in the Non profit context is preferred.
- Experience in contract management and procurement management is desired.
- Project management experience is desired.

ADDITIONAL EXPERIENCE ABILITIES AND SKILLS:

- a) Strong leadership and interpersonal skills
- b) Demonstrated ability to build and maintain relationships with a wide array of organizations
- c) Excellent written and oral communication skills
- d) Exercise good judgement and seek guidance as appropriate when confronted with unanticipated problems.
- e) Maintain a high-performance standard with attention to detail, completing tasks within set timeframes.
- f) Deal effectively and courteously with diverse stakeholders; internal customers, suppliers, auditors, donors.
- g) Manage large and diverse workload while working under pressure with competing priorities.
- h) Analyse and solve complex problems and make sound decisions.
- i) Maintain a high-performance standard with attention to detail.
- j) Maintain the integrity of official records.

Additional job responsibilities

The duties and responsibilities as set out above are not exhaustive and the role holder may be required to carry out additional duties within reasonableness of their level of skills and experience.

TERMS OF SERVICE:

This is three (3) year performance based renewable contract.

The Terms of Service include a competitive remuneration and a generous medical scheme

The applicants should provide full details of educational and professional qualification, work experience, applicant's telephone number and e-mail address.



Candidates should also provide the names and contacts of three (3) referees who are conversant with their competence in respective areas of specialization.

Interested candidates who meet the required qualifications and experience are invited to submit their application through this **email: hr@africaharvest.org** with '**Procurement Manager**' in as the subject of your email.

***Applications should be received not later than,
5.00 PM EAT on 30th July 2024***

ENQUIRIES:

For more details related to Africa Harvest, job specifications and general requirements, kindly visit our website: **www.africaharvest.org**

Africa Harvest is an equal opportunity employer and canvassing will lead to automatic disqualification.

Women and persons with disability are encouraged to apply.