



Africa Harvest Biotech Foundation International (AHBFI)
Kenya ♦ South Africa ♦ Zambia ♦ U.S. A

RE-ADVERTISEMENT

POSITION: PROCUREMENT & ADMINISTRATION MANAGER

Africa Harvest Biotech Foundation International is a Non-Governmental International Organization with its Headquarters 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.

AHBFI wishes to invite competent and dedicated individuals to apply for the role of **Procurement & Administration Manager**.

JOB TITLE: PROCUREMENT & ADMINISTRATION MANAGER	
REPORTING: Chief Executive Officer	LOCATION: Nairobi.
Matrix working relationship: Director Finance Program, Administration Staff, Programs Team	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 & Administration 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. 	



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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.
8. Executives Calendar management accuracy and preparedness before-hand.

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 vendor identification, vetting, and selection, evaluate tenders based on key criteria, and conduct periodic assessments to ensure an effective vendor mix.
- vi. Ensure that all purchased goods meet set standards, are fit for their intended purpose and have, where applicable, appropriate inspection certificates.
- vii. 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 consistent supplier management across the supply base in line with AHBFI procurement policy, while providing proactive and effective solutions to procurement challenges faced by stakeholders.
- vi. Ensure coherence in the procurement function to have positive impact on efficiency and value addition to AHBFI.



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- vii. Recommend solutions without compromising quality or service while optimizing cost.

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 laws, regulations, and internal policies, including local (Kenyan) and international compliance requirements.
- ii. Identify and mitigate procurement-related risks, including supply chain disruptions.
- iii. Collaborate with leadership to assess and address compliance risks in procurement.
- iv. Follow up on audit findings and support corrective action implementation.
- v. Ensure all purchases have complete documentation and proper filing

5. Reporting and Analysis:

- i. Produce reports to monitor quality and compliance in procurement processes.
- ii. Develop procurement indicators and dashboards to measure efficiency.
- iii. Provide reports to support management decision-making.

6. Administration Roles:

- i. Manage executives' schedules, communications, and local and international travel.

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) and google workspaces.
- Valid Certificate of Good Conduct.

Experience:

- At least 5 years of relevant experience in a non-profit organization, including 2 years in a supervisory role.
- Proven experience in an administrative position, such as Executive Assistant, with exposure to senior management.
- Knowledge of donor rules, procurement regulations, and experience in procurement and contract management within the non-profit context.



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- Strong communication skills, including report writing and interaction with senior executives and board members.
- Experience in scheduling, travel coordination, and other administrative tasks.
- Project management experience preferred.

ADDITIONAL EXPERIENCE ABILITIES AND SKILLS:

- a) Strong leadership, interpersonal, and relationship-building skills.
- b) Ability to manage a large workload under pressure with competing priorities.
- c) Effective communication with diverse stakeholders and good problem-solving abilities.
- d) Attention to detail, high-performance standards, and maintaining record integrity.

Additional job responsibilities

The duties listed are not exhaustive, and the role holder may be required to undertake additional tasks within their 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 qualification and experience are invited to submit their application through this [email **hr@africaharvest.org**](mailto:hr@africaharvest.org) with '**Procurement and Administration Manager**' in as the subject of your email.

***Applications should be received not later than,
5.00 PM EAT on 27th December 2024***

ENQUIRIES:

For more details related to AHBFI, Job specifications and general requirements, kindly visit our website: [**www.africaharvest.org**](http://www.africaharvest.org)

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

Women and persons with disability are encouraged to apply.