

## FSD AFRICA JOB DESCRIPTION

<b>1. JOB TITLE</b>	Procurement Officer	<b>GRADE</b>	TBC
<b>2. PILLAR</b>	Operations		
<b>3. ABOUT THE ORGANISATION</b>	<p>Created in 2012, FSD Africa (FSDA) is a multi-million-pound financial sector development programme based in Nairobi. It is funded by the UK Government's Department for International Development (DFID) and aims to reduce poverty across sub-Saharan Africa (SSA) by building financial markets that are efficient, robust and inclusive.</p> <p>FSDA is a market facilitator or catalyst. It applies a combination of resources, expertise and research to address financial market failures and deliver a lasting impact, working on issues that relate to both 'financial inclusion' and 'finance for growth'.</p> <p>FSDA is also a regional platform. It fosters collaboration, best practice transfer, economies of scale and coherence between development agencies, donors, financial institutions, practitioners and government entities with a role in financial market development in SSA.</p>		
<b>4. REPORTING RELATIONSHIPS</b>	REPORTS DIRECTLY TO	Project Coordinator	
	REPORTS INDIRECTLY TO	COO	
	DIRECT REPORTS	n/a	
	INDIRECT REPORTS	n/a	
<b>5. JOB PURPOSE</b>	Based in Nairobi, the Procurement Officer will provide support to the Project Coordinator to ensure that all aspects of procurement and contracting are carried out expeditiously and accurately.		
<b>6. KEY RESPONSIBILITIES AND ROLE REQUIREMENTS</b>			
<b>Planning &amp; Programme Support</b>			
Work with the Project Coordinator to support Heads of Department in comprehensive resource & procurement planning:			
<ul style="list-style-type: none"> <li>• Work with Heads of Department to develop program and project procurement plans; develop procurement estimates as requested</li> <li>• Combine plans for individual projects into quarterly consolidated procurement plans for the organisation; considering opportunities for enhancing cost-effectiveness through bulk purchases</li> <li>• Ensure that supporting documentation for proposal submission is provide</li> <li>• Work continually to improve and enhance the level of customer service provided to staff and partners</li> </ul>			
<b>Vendor Identification, Evaluation &amp; Contracting</b>			
Identify, evaluate & contract appropriate vendors to ensure effective resourcing of the programmes:			
<ul style="list-style-type: none"> <li>• Issue notices/advertisements requesting Expressions of Interest (Eols) for goods and services; undertake initial assessment of Eols</li> <li>• Issue tender documents to bidders, manage receipt and validation of tenders and arrange assessment of the bids</li> </ul>			

- Work with the assessment panel to develop and apply objective criteria for supplier selection & pre-qualification
- Manage required vendor contracting, including consultants; ensuring that contracts and grants are drawn up and signed in a timely manner
- Develop and maintain the database of Consultants; recording their performance and eligibility for future projects

#### **Procurement Management**

Procure quality goods and services at the best value to ensure the achievement of programme goals

- Raise purchase authorisations; review requisitions to ensure compliance with procurement plans & budget, following up for clarification if required
- Contribute to timely processing of payments by raising contracts or grant payment authorisation forms and ensuring all the requisite documents are forwarded to the finance team for processing
- Manage procurement processes & records to ensure conformance with laid-down procedures
- Educate suppliers so that they comply with FSDA's procedures and provide proper documentation that will ensure timely payments to be made
- At all times behaving in a manner that will build trusting and mutually supportive relationships between FSDA and their suppliers

#### **Accountability & Compliance**

Ensure that FSDA's policies and procedures in procurement are followed and are in accordance with best practice

- Prepare & analyse monthly procurement reports, including tracking of sole-source contracts
- Maintain a record of amendments to service contracts and grant agreements, as agreed with COO and Company Secretary
- Provide capacity building training, support and advice to FSDA's staff so that they can engage effectively with the procurement process
- Ensure that FSDA's procurement policies and procedures are followed at all times; making suggestions for improving procedures or systems as required
- Implement all aspects of the Risk Management framework relating to procurement
- Prepare for and support audits; ensure that any corrective actions relating to procurement are closed out in a timely manner

**Carry out any other duties or special assignments as assigned by the management.**

## 7. PERSON SPECIFICATIONS - ESSENTIAL AND DESIRABLE

### 7.1 Qualifications and Education

- Degree level
- Purchasing and Supply Chain certification - CPS
- Excellent written and spoken English

### 7.2 Experience, Knowledge and Skills

- At least five years of experience in a similar procurement role with a reputable organization
- Detailed knowledge and experience with the related laws of Kenya and procurement best practice
- Demonstrable strong customer focus
- Proficiency in Microsoft Office applications
- Proven experience of working with highly technical and specialised organisations

### 7.3 Desirable

- Experience of working in a multi-cultural environment
- Knowledge of donor policies and procedures
- Previous experience of working in DFID-funded projects
- Languages: French, local African languages

8. COMPETENCIES	Level 1 Foundation	Level 2 Specialist	Level 3 Leadership
Commitment & Drive for Results		✓	
Proactivity & Innovation		✓	
Effective Resource Management		✓	
Relationship Building		✓	
Communication & Influencing		✓	
Thinking & Problem Analysis		✓	
Learning & Resourcefulness		✓	

## 9. KEY RELATIONSHIPS

### Internal Relationships

- Director, FSDA
- COO
- Management team
- Staff

### External Relationships

- Suppliers, consultants, grantees
- Company Secretary

## 10. FINANCIAL RESPONSIBILITIES

### Direct Control

- n/a

### Indirect Influence

- yes

## 11. APPROVAL PROCESS

SIGNATURE

DATE

Job Holder

Chief Operating Officer