

PROCUREMENT SPECIALIST (VCG B 2)

Organizational Unit: Finance, and Administration

Location: Abuja

Duration: One Year (With possibility of Extension)

Reports to: Head, Finance, and Administration

Estimated Start Date: As soon as possible

SUMMARY OF ROLE:

Manage, develop, and implement strategies for purchasing, sourcing, vendor management, contract development, needs assessment, contract amendments, cost analysis, contract compliance, and optimal purchasing practices

DUTIES AND RESPONSIBILITIES

- Facilitates the selection activity, award justification, negotiation, and contractual process of the organization's procurement process in keeping with laws, regulations, policies and procedures
- Obtains price quotes from vendors and compares quotes with requested commodity specifications and availability of items.
- Prepares a variety of procurement-related documents, contracts, communications, guidelines, instructions, etc.
- Oversees adherence to contractual agreements, recommends amendments and extensions of contracts, and advises concerned parties on contractual rights and obligations
- Collaborates with departments to develop clear and concise technical bid specifications to meet department needs
- Ensures requirements are clearly defined to allow for competitive quotes
- Analyses submitted quotations to ensure accuracy in defining purchases such as supplies, equipment, services or materials.
- Prepares materials for bid opening and tabulate quotes
- Analyses bids to determine responsible/responsive bidders and send analyses to appropriate authority

- Maintains lists of active vendors and maintains vendor files and database
- Prepares and generates awards, purchase orders for goods and commodities
- Handles routine complaints and questions regarding contract compliance related issues.
- Advises on procurement and contract compliance issues/concerns as appropriate.
- Provides pre-award technical assistance and support to vendors and suppliers
- Any other duties assigned by Management

POSITION SPECIFICATIONS:

Education

- First degree in Social Sciences or Other Relevant Areas. Possession of a master's degree would be an added advantage.

Certification and Training

- Relevant certification from the Chartered Institute of Procurement and Supply (CIPS) is desirable. Relevant certification in supply chain management is desirable.
- Trainings in project management methodologies, inventory management, warehousing and logistics management would be an added advantage.

Experience

- At least 5 years' experience in similar role in a comparable organization. Must be experienced in working with Senior Management