

Procurement Officer Advertisement

One To One Africa, a non-profit organization working in the education, community, health sector, seeks to appoint a passionate and highly organized Procurement Officer to provide support and coordinate various activities in the organisational supply value chain.

Duties and Responsibilities:

Procurement management and distribution

- Support the development of procurement plans;
- Coordinate procurement activities in accordance with approved procurement plans and applicable policies and procedures;
- Negotiate with suppliers on terms and conditions of orders in order to obtain the best terms and rates;
- Manage supplier contracts and files;
- Manage insurance schedules;
- Track and resolve issues related to procured goods in line with standard processes, to ensure timely resolution and close out;
- Manage the supplier database and records, to ensure information is accurate and up to date;
- Together with the Financial Controller, manage the fixed asset register and track inventory;
- Coordinate the receiving of procured Programme supplies and manage the distribution to various work sites;
- Manage Asset Disposal in accordance with organisational processes and procedures.
- Ensure the effective use of organisational and Programme resources in accordance with donor requirements and organisational policies and procedures;
- Oversee office location maintenance and security;
- Provide day to day operational support to management and staff, including but not limited to:
 - Monitoring the condition and maintenance of vehicles.
 - Track the renewal of annual licenses and insurance.
 - Monitor the day-to-day use of vehicles.
 - Commission IT equipment.
 - Managing the IT service provider to ensure that services are rendered as per the Service Level Agreement.
 - Managing incidents and insurance claims processes where applicable.
 - Managing the distribution of Programme supplies.

Qualifications and Experience:

Diploma in Supply Chain Management or other related qualification is an essential minimum requirement;

- 3-5 years' relevant experience.

Skills and Competencies:

- Knowledge of funding rules;
- Experience with applicable software (e.g., SAGE);

- Proficient in Microsoft Office Suite with strong computer skills;
- Advanced Microsoft Excel skills;
- Solid data entry skills;
- Solid numerical skills;
- Excellent communication skills, highly motivated, and team-oriented;
- Experience working independently and in a team;
- Good record keeping and information processing skills;
- Outstanding communication (written and verbal) and presentation skills;
- Strong work ethic and ability to prioritize and multi-task;
- Driver's license is an essential requirement;

Important Notes:

- **This is a limited duration contract.**
- The successful candidate will be subjected to criminal background, and work reference checks.
- Position available to start 1 February 2024

How to apply:

Qualified candidates should apply by email to: hr@onetoonechildrensfund.org