

Job details	
Job title: Procurement Officer – Country and Regional Programmes	Line Manager title: Procurement Manager (JG6)
Grade: JG8	Direct reports: None
Department: Programme Delivery Hub	Location: Any TMEA Offices
Job summary	
<p>The job holder is responsible for ensuring that all country and regional procurement and contract management activities are managed and executed effectively with a commercial focus, to deliver impact, results and to achieve the spend target.</p> <p>The job holder MUST be proficient in French and English languages (both spoken and written).</p>	
Roles and responsibilities	
<p>Strategic focus</p> <ul style="list-style-type: none"> • Ensure all procurement cycle processes are carried out to achieve value for money, transparent and adhere to good procurement practice. • Ensure all procurement decisions are each taken in line with TMEA governance structures and processes. • Providing appropriate procurement advice, support, guidance and challenge, at all stages of project cycle, especially at initial design stage, business and procurement planning, including progressing pre-tender market engagement opportunities and also including contract management. • Detailed familiarisation with all projects and mobilisation plans across relevant Country and Regional teams and their link to the Results Framework. • Schedule, organise and remind attendees to discuss procurement plans and strategies on at least a monthly basis, store up to date respective procurement plans, develop a system of monitoring on-going and up-coming work and ensure that every process is up-to-date, and information is real-time in teams. • Regularly review Regulations and Procurement Procedures Manuals and submit any changes/improvements for approval to the Procurement Manager. • Lead on the reporting of KPIs to senior management and Board. <p>Operational focus</p> <ul style="list-style-type: none"> • Manage all supply side interactions during procurement cycle processes, including responding to tenderers queries in a professional and timely manner. • Draft advertisements, pre-tender market engagement material, tender documents including but not limited to Expression of Interest (EOI), Request for Proposals (RFP), Invitation to Tender (ITT), timetable/s and contract management documentation, and when approved, place them in agreed publications, websites, as applicable. • Lead and guide evaluation panels on evaluation process and evaluation criteria whilst ensuring fairness and consistency to desist from prejudice to suppliers. • Draft evaluation reports on all submissions made at all tender processes for presentation to the Tender Committee (TC) and/or Head of Procurement. • Communicate tender outcome notifications to all bidders and provide clear, objective, useful supplier feedback, in a professional and timely manner. • Organise for pre-contract Due Diligence (DD) where it is required. • Prepare draft contracts for signature, ensuring that supporting documentation, are approved at the appropriate level and consistently with accuracy. 	

- Monitor issuance of contracts and receipt of signed versions back from consultants whilst ensuring that no consultant/ suppliers are engaged without a fully signed contract.
- Ensure relevant key and supporting documentation relating to contracts is stored electronically and is easily retrieved especially by people outside the procurement team.
- Assist teams in undertaking contract management, including monitoring performance by consultants/ companies, reviewing receipt of reports and assisting teams in quality control/ assurance.
- Ensure that all contract amendments are drafted on time once sound justification is done and comply with the procurement policy.
- Maintain and continually update relevant registers, for e.g., procurement tracker, procurement plans, adverts, quarterly risk registers etc.
- Lead on gathering the supporting information required to respond to various internal and external audits.
- Assist with training programmes and deliver content as necessary.

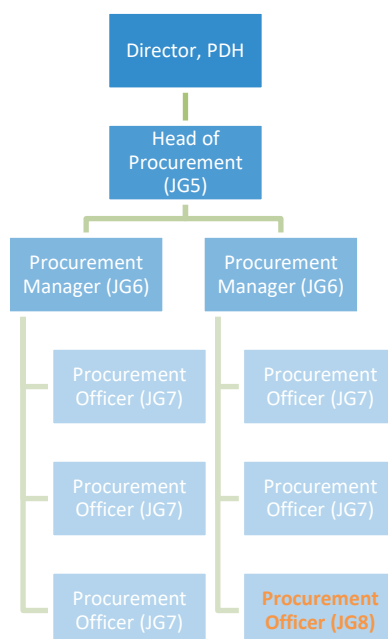
Stakeholder Management

- Develop and adopt a customer/programme-centric, problem-solving approach to protect and deliver the Results Framework.
- Develop and maintain strong relationships with all internal and external stakeholders, including TMEA colleagues, partners and donors and meet with them regularly with country and regional colleagues to provide relevant advice and guidance, specific to circumstances.

Corporate level responsibilities

- Apply the highest standards of controls and risk management practices and behaviours and embed a positive risk and control culture.
- Demonstrate prudence, sound judgement and appropriate and timely escalations in management of all types of risk (including fraud risk) applicable to my role.
- Understand and comply with the relevant end-to-end processes including applicable risks and controls.
- Seek to identify, understand, and escalate risk events/incidents/ issues on a timely basis focusing on fixing root-causes and taking ownership of identified mitigating actions.
- Complete all relevant mandatory trainings within the stipulated timelines.
- Ensure compliance with PCM guidelines throughout the project design and implementation cycle, including reporting and closure.
- Ensure compliance with grant management procedures and guidelines including appraisal, selection, implementation, reporting and closure.
- Contribute to the development/revision of tools and procedures to document and share knowledge, incentivise staff/teams and enforce compliance and standards.
- Participate in regular informal and formal reflection, knowledge sharing and learning events.
- Document lessons learned and best practices for knowledge sharing and learning.
- Promote and adhere to TMEA's core values and ensure compliance with organisational policies and procedures.
- Maintain zero tolerance to bribery, fraud, and corruption, and ensure the immediate reporting of any corruption or suspect behaviour that threatens TMEA's reputation.
- Adhere to the safeguarding policies and procedures and immediately report any safeguarding concerns.
- Any other related responsibilities that may be assigned by the line manager from time to time.

Organisational positioning



Academic and professional qualifications

- An undergraduate degree OR a post graduate degree from a recognised university.
- Membership of and certification by relevant professional body (such as CIPS or Equivalent).

Work experience

- For undergraduate degree holders, a minimum of five years relevant experience preferably in a busy medium sized organisation **OR** a postgraduate degree plus a minimum of three years' relevant experience.
- Working knowledge of procurement best practice in the African region.

Technical skills and behavioural competencies

- Proficiency in **French and English** is a MUST (both spoken and written)
- Honesty and integrity
- Proactive, self-motivated and results focused
- Ability to work effectively with staff and external partners with gravitas and influence
- A good TMEA team player.
- Ability to make decisions in difficult operating environments
- Ability to handle multiple tasks
- Ability to handle multiple tasks and provide regular feedback on progress
- Ability to prioritise and pay attention to detail and manage time effectively
- Good planning, management and organising skills, ability to prioritise and pay attention to detail
- Good oral, written communication, and presentation skills.
- Proficiency in MS Office applications

Risks associated with the position

N/A

Sign off

Job description

Job holder name:	Signature: _____	Date: _____
Line Manager name:	Signature: _____	Date: _____
Counter-signing Quality Assuror (CQA) name:	Signature: _____	Date: _____