

PROCUREMENT OFFICER

The Role

The position reports to the Deputy Procurement Manager the incumbent's role is to assist in exercising effective management of the procurement function.

Key Responsibilities

- Assist in the selection of appropriate suppliers and contractors, to promote good procurement practice with due regard to sustainability, ethical purchasing standards and costing
- Draft an appropriate service level agreement to properly evaluate the performance of suppliers, and report on this on a regular basis.
- Work with internal stakeholders to determine procurement needs, quality and delivery requirements.
- Responsible for order placement timing, supply / demand alignment, material replenishment and supplier performance
- Monitor, evaluate and improve supplier performance, according to an appropriate Service Level Agreement, on a continuous basis
- Control and monitor expenses against approved budgets

Desired Qualification and Experience

Academic/Professional Qualification

1. A minimum of Bachelor's Degree in Administration, Procurement or Social Sciences from a recognized tertiary institution.

Work Experience

2. A minimum of one (1) year post qualification work experience
3. Must have completed one (1) year National Service.

Desired Competencies

The Ideal candidates are expected to have the following critical competencies:

- Computer proficiency
- Communication and interpersonal Skills

- Research and data analysis
- Team player
- Report writing skills
- Knowledge of Public Procurement Act(PPA)2003,Act 663

Mode of Application

Interested persons who meet the above – mentioned person specifications may apply by sending their application with recent Curriculum Vitae to the following email address:

recruitment.hq@fcghana.org

Not later than **October 12, 2021**

Only shortlisted candidates would be contacted