



ELIMINATION 8

ANGOLA • BOTSWANA • ESWATINI • MOZAMBIQUE
NAMIBIA • SOUTH AFRICA • ZAMBIA • ZIMBABWE

JOB DESCRIPTION

JOB TITLE	Procurement and Contracts Manager	LOCATION	Windhoek, Namibia
REPORTING TO	Head: Finance, Grants and Operations	LENGTH OF CONTRACT	Start Date: 01 November 2020 End Date: 30 September 2020
ROLE TYPE	International	GRADE	
TRAVEL INVOLVED	10%	DIRECT REPORTS	NA

Organisational background

The Elimination 8 (E8) regional initiative, formed in 2009, was established under the auspices of the Southern Africa Development Community (SADC) to provide a platform for coordinating regional E8 malaria elimination efforts. The E8 aims to accelerate zero local transmission in four low transmission “frontline countries”— Botswana, Eswatini, Namibia, and South Africa — by 2020, and to pave the way for elimination in four middle- to high-transmission “second line countries”— Angola, Mozambique, Zambia, and Zimbabwe — by 2030, through enhanced collaboration and coordination. Specifically, it has the following mandate:

1. To strengthen regional coordination in order to achieve elimination in each of the E8 member countries;
2. To elevate and maintain the regional elimination agenda at the highest political levels within the E8 countries;
3. To promote knowledge management, quality control, and policy harmonization to accelerate progress towards elimination;
4. To facilitate the reduction of cross-border malaria transmission; and
5. To secure resources to support the regional elimination, plan, and to ensure long term sustainable financing for the region’s elimination ambitions.

JD overview

Reporting to the Head: Finance, Grants and Operations, the Procurement and Contracts Manager will oversee procurement-related activities and closely monitor all contracting and procurement processes, ensuring that contracting and procurement are in line with the Contracting and Procurement Plan and goals, that the E8’s contracting and procurement policies and procedures and applicable donor rules and regulations, and that the highest efficiency and transparency in the use of the funds is achieved.

He/she will be highly experienced in procurement and have experience in working with a regional or international agency. He/she will be an innovative problem solver, with a track record of delivering results in complex environments, a strong work ethic, and proven experience in interfacing with a wide range of stakeholders, including governments and donors.

Key Results Areas:

Asset Management and Operational Oversight:

- The effective and efficient management of assets to minimize unnecessary expenditure on new equipment through accurate stock management;
- To ensure traceability of equipment and stock to minimize the loss of equipment; and
- Manage the day to day operational activities of the organization that is linked to procurement of goods and services for the operations of the organization.

Contracting and Legal oversight:

- Provide guidance, interpretation, and recommendations on E8 and donor contracting and procurement requirements and regulations;
- Update the Contracting and Procurement Plan, including estimated costing and scheduling;
- Draft contracts and oversee the drafting of purchase orders;
- Draft contract modifications and oversee the drafting of purchase order modifications;
- Oversee Procurement Officer's tracking of quality and timely delivery and receipt of commodities and services;
- Ensure compliance with E8 and donor contracting and procurement policies, procedures, rules, and regulations;
- Prepare and process required documents for the suspension or termination of contracts and purchase orders;
- Ensure proper close-out of contracts and purchase orders are properly drafted; and
- Ensure that all hard and soft copy contracts and procurement related documentation are properly filed.
- Enter into negotiations with selected vendors, including price, terms and conditions, and finalize negotiation memorandums; and
- Collaborate with the Head: Finance, Grants and Operations on revising and monitoring forecasting of health and non-health commodities.
- Support the grant closure functions and asset handover process

Supply Chain Management and oversight:

- Ensure that the E8 contracts, procurement templates and manual comply with E8 policies, procedures, and donor requirements;
- Review specifications, statements of works, and terms of reference to ensure completeness and accuracy;

- Support strategic planning on innovative approaches to managing delivery by contractors and vendors;
- He/she will develop strong working relationships with the contracting and procurement offices of the SRs in the E8 member countries, harmonizing contracting and procurement-related aspects of malaria programming;
- Draft Requests for Proposals and oversee drafting Requests for Quotations;
- Ensure that proposals and quotations are solicited in accordance with the competition requirements of the Contracting and Procurement Manual;
- Requisition PSM health and non-health products either through the PPM process or a non-PPM country agent;
- Schedule and Chair selection committees as a non-voting member;
- Plan and manage technical and price evaluation by selection committees;
- Ensure that adequate cost/price analysis is undertaken;
- Ensure due diligence actions are undertaken, including reference checking and any anti-terrorism or other checks required by a donor;
- Manage the list of health products (LOHP);
- Manage the commodities tracker and indicators;
- Ensure the maintenance and weekly distribution to senior E8 staff of a tracker of contracting and procurement actions; and
- Analyze bottlenecks to implementation related to contracting and procurement and develop innovative solutions for course-correction and effective implementation;

Capacity Building and Support:

- Support capacity building of E8 Secretariat Staff and partners on contracting and procurement;
- Oversee processing of requests for payment for contracts and purchase orders, financial flows related to contracting and procurement, and ensure reconciliation between inventory and procurement system data; and
- Any other duties as may be assigned.

Qualifications Required:

- Bachelor's degree in supply chain management, logistics or business administration;
- Legal background and qualification is an added advantage;

Experience Required:

- Minimum of 8-10 years of proven experience in a role involving procurement;
- Experience in public-sector or donor-funded procurement is an advantage;
- Experience in interfacing with senior management staff and exercising diplomacy;
- Experience in building and managing partnerships in a complex, multicultural environment, including with governments and the private sector;

Competencies Required:

- In-depth knowledge of preparing and reviewing contracts, invoicing, and negotiating terms;
- Management and leadership skills;
- Multi-tasking and time management skills;
- Highly organized and detail orientated;
- Excellent analytical and problem-solving skills;
- Excellent written and oral communication skills;
- Advanced Microsoft Office skills;
- Knowledge of SADC context through experience in various SADC countries is a distinct advantage;
- Candidate must be a citizen of one of the SADC countries; and
- Fluency in English with good verbal and written skills.