**VACANCY ANNOUNCEMENT**

Job Title: Procurement Officer, E8 Programme Management Unit

Location: E8 Secretariat, Windhoek, Namibia

Reports To: Contracts Manager, Programme Management Unit

Duration Twenty seven month contract (start date July 1, 2016)

***Background***

The Elimination 8 (E8) is a Southern Africa Development Community (SADC) ministerial initiative, designed as a platform for regional collaboration towards malaria elimination within the SADC region. The eight countries which make up the E8 are Angola, Botswana, Mozambique, Namibia, South Africa, Swaziland, Zambia, and Zimbabwe. These countries are highly interconnected by population movement as well as shared malaria ecologies, making it impossible for one country to eliminate malaria without collaboration with its neighbours. The Ministers of Health of these eight countries have therefore committed to develop this platform for joint planning and accountability. Achieving elimination involves the design and meticulous execution of advanced disease and entomological surveillance systems, establishment of capacity for quality diagnosis, and control of parasite movement through the region’s porous borders. The E8 Ministerial and Technical Committees have developed a 5-year strategic plan to develop innovative, game-changing programs that will steer the region closer to its goal of zero transmission of malaria by 2030.

The Ministerial and Technical Committees of the E8 are supported by an E8 Secretariat, which coordinates diplomatic and programmatic collaboration between the eight countries. The Secretariat is also responsible for coordinating the execution of the Strategic Plan, in partnership with the funding and technical partners of the E8. The Secretariat is based in Windhoek, Namibia.

The E8 has been awarded a US$18 million regional grant by the Global Fund to Fight HIV/AIDS, Tuberculosis and Malaria (GF). The E8 Secretariat is the Principal Recipient (PR) for the grant, overseeing all functions of effective program performance and impact, robust financial management, and monitoring and evaluation. The E8 Secretariat also has other sources of funding.

***The Position***

Reporting to the Contracts Manager, the Procurement Officer 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 are adhered to, 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 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.

***Responsibilities***

* Coordinate with Finance and Program departments to ensure integrated internal controls, timely payment of vendors and full, auditable support documentation.
* Routine communication, coordination and planning with the relevant requesting staff / programs regarding the order and delivery of supplies
* Ensure that all goods and services required are delivered in time, with the required delivery reports completed and signed in a timely manner.
* Coordinate the receipt of quotations, tenders and samples of materials from suppliers ahead of purchase.
* Establish and maintain ethical, professional working relationships with suppliers.
* Ensure the regular and timely updating of the E8 Procurement Tracking System
* Maintain supplier information for regularly purchased items, and be informed of current local market conditions.
* Process purchase requisitions and orders.
* Invite, assess, and award/recommend supplier tenders, bids, quotations, and proposals
* Prepare and maintain purchasing records, reports and price lists.
* Maintain accurate auditable records of all procurement process
* Contribute to the development of procurement documentation, including acquisition plan, procurement schedule, request for offers, evaluation plan, negotiation plan and purchase recommendation.
* Undertake simple negotiations.

Any other duties as may be assigned

***Qualifications and Requirements***

* Minimum of university/college degree in purchasing and supply chain management, or related field
* Minimum of 5 years of proven experience in a role involving procurement management,
* Experience in forecasting and/or procurement of health-related products is an advantage
* Experience in building and managing partnerships in a complex, multicultural environment, including with governments and the private sector
* Excellent written and oral communication skills
* Advanced Microsoft Office skills
* Knowledge of SADC context through experience in various SADC countries is a distinct advantage
* Candidates must be citizens of one of the SADC countries

**Language:**

* Fluency in English with good verbal and written skills. Portuguese is an advantage.

**Applicants are requested to send their CV to** **operations@elimination8.org** **no later than 20 June 2016, clearly indicating the job for which they are applying in the email subject line.**