



Job Profile - Assistant Procurement Officer

Main purpose of the job

This position reports to the Procurement Officer and is responsible for the provision of accurate and timely assistance in administration of procurement processes from initiation through sourcing to contract award, in compliance with the SADC Procurement and Grants Policy and Guidelines.

Responsibilities

- Assist the Procurement Officer in conducting the procurement function in accordance with the SADC procurement and grants policy and guidelines.
- Ensure that procurement records are well maintained.
- Obtain quotes from suppliers.
- Organise and maintain electronic records of supplier and bid information.
- Check procurement requisitions against specification and compliance criteria
- Place and follow up purchase orders to ensure timely and accurate supply of goods and services.
- Receive orders and process receipt vouchers, invoices, delivery notes.
- Check and validate details of all incoming stock consignments against purchase orders to ensure all materials received match specifications in purchase orders
- Check goods received from suppliers match them with corresponding Purchase orders.
- Investigate and resolve any discrepancies in supply.
- Contact suppliers to schedule deliveries or to discuss shortages/missed deliveries.
- Prepare and produce delivery statistics to inform users and Procurement Officer
- Research and adopt best practices in own specialised area of work, and maintain high level of knowledge in order to effectively undertake the duties of the post.
- Review procurement documentation submitted by Directorates and Units for travel and events activities and ensure complete procurement documentation is submitted for compliance check.
- Keep stakeholders/requesting units informed on the progress of procurement processes.
- Submit procurement progress reports monthly.
- Perform any other duties as may be assigned by the supervising officer.

Position Requirements

Qualifications:

- Degree in Procurement, Supply Chain and Logistics Management or a related field from a recognised institution.

Professional Certification

- Chartered Institute of Procurement & Supply (CIPS) level 5 or 6
- Valid Membership of a recognised Procurement/Supply/Logistics professional organisation.

Experience

- At least 5 years' professional experience in Procurement.
- Experience in managing procurement budgets and vendor relationships.
- Handling complex contracts and supplier evaluations.
- Procurement to Pay process flow.

Specialised Knowledge

- Knowledge of procurement processes, policies, principles and best practices
- Proficiency in MS Office tools (Excel, Word, PowerPoint) and computer software relevant to the position

Skills Requirements

- Negotiation and persuasion skills
- Communication and interpersonal skills
- Problem solving and decision making
- Adaptability and flexibility
- Emotional intelligence and empathy
- Time management and prioritization
- Teamwork and collaboration
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Key Competencies:

- Contract Management
- Supplier Relationship Management
- Cost Reduction and Spend Analysis
- Risk Management and Compliance
- Market Analysis and Insights