

JOB DESCRIPTION
CONTRACTUAL POSITION

JOB TITLE: PROCUREMENT SPECIALIST

JOB SUMMARY:

The Procurement Specialist executes procurement activities for goods, works, and services for the in strict compliance with the **Public Procurement and Disposal of Public Property Act (PPADPPA), 2015** (as amended), its associated Regulations, and the guidelines of multilateral development financial institutions (MDFIs)— and international auditing standards.

This role ensures that all sourcing activities meet local statutory mandates under the Office of Procurement Regulation (OPR) and satisfy international compliance, audit readiness, and loan agreement conditions.

REPORTS TO:	Programme Manager
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SUPERVISION GIVEN TO:	Procurement Officer II, Procurement Officer I Contract Managers, Buyer/Shoppers and other support staff (indirect)
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DUTIES AND RESPONSIBILITIES:

- Align all procurement practices with the PPADPPA, OPR Handbooks, and multilateral loan agreements.
- Manage "No Objection" protocols, prior/post review submissions, and reporting requirements mandated by international funding bodies.
- Formulate annual procurement plans ensuring compliance with both local public disclosure mandates and international financing requirements.
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- Prepare tender packages, conditions of contract, and bidding documents using OPR and CAF-approved Standard Bidding Documents (SBDs).
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- Conduct local competitive bidding (NCB) and international competitive bidding (ICB) processes, ensuring non-discrimination, transparency, and value for money.
- Facilitate pre-bid meetings, site visits, and bid clarifications adhering to statutory and mandated timelines.
- Guide tender evaluation committees to evaluate bids strictly against pre-disclosed technical/financial criteria and international standards.
- Draft evaluation reports, award notifications, and standstill period disclosures for OPR audit reviews and non-objection approvals.
- Process micro-procurement and operational purchases (e.g., office supplies) under legal thresholds.
- Maintain audit-ready procurement files, decision logs, and contract register entries meeting

INTOSAI and multilateral audit standards.

- Uphold strict anti-fraud, anti-corruption, and sanctions mechanisms required under international development standards.
- Administer e-sourcing tools and the official OPR Procurement Depository.

KNOWLEDGE, SKILLS AND ABILITIES:

KNOWLEDGE:

- Extensive understanding of procurement laws (specifically the PPADPPA) and auditing standards for public sector acquisitions.
- Expertise in tender packaging, contract conditions, competitive bidding, and aligning evaluation reports with local, international, and Loan Agreement standards.
- Technical knowledge of procurement workflows, request for quotation (RFQ) procedures, and inventory/office supply purchasing.
- Working knowledge of modern e-sourcing tools, enterprise resource planning (ERP) systems, and purchasing applications.

SKILLS AND ABILITIES:

- Ability to audit, review, and refine complex procurement procedures and tender documents to ensure transparency and compliance.
- Strong written and verbal skills required to draft compliance reports, advise Programme Managers, and liaise with multi-disciplinary teams.
- Hands-on operational skill in Microsoft Office, enterprise purchasing software, and electronic sourcing systems.
- Ability to work dynamically within cross-functional teams and adjust processes to match evolving statutory requirements.
- Ability to evaluate procedures proactively so they withstand future formal audits and strict public scrutiny.
- Ability to monitor tender proceedings, evaluate competitive bids, and manage vendor relationships effectively.
- Ability to interpret policies and procedures to identify work problems and direct staff to their solutions.
- Ability to exercise tact and diplomacy in the performance of duties
- Ability to solve complex problems and make decisions within approved policy frameworks.
- Ability to work expeditiously within tight deadlines.
- Ability to observe and maintain confidentiality in the performance of duties.
- Ability to communicate effectively, both orally and in writing.
- Ability to establish and maintain effective working relationships with associates, other public service employees, representatives of recognized associations, actual and potential suppliers and the public.

MINIMUM EXPERIENCE AND TRAINING:
• Extensive experience performing duties in procurement, including at least five (5) years at a management/supervisory level. • Training as evidence by a recognised degree in procurement management, supply management, business management, finance, marketing supplemented by courses in Procurement or post graduate certification or diploma in procurement management or any equivalent combination of experience and training. A Master's degree in procurement or any of the above related fields would be an asset.