



PROCUREMENT MANAGER

ROLE SUMMARY: The Procurement Manager plays a critical leadership role in shaping and executing the procurement strategy, ensuring that all sourcing decisions align with both the short-term and long-term operational needs of aBi. As a key driver for the procurement function, this role focuses on ensuring that the organization has access to the best quality goods, services, and resources, while maintaining a focus on cost-effectiveness, value optimization, and risk management. The Procurement Manager works closely with senior leadership to ensure that procurement strategies support the broader business strategy and contribute to operational efficiency. This involves balancing the need for competitive pricing, quality assurance, and supplier reliability, while also considering sustainability and ethical sourcing practices in alignment with organizational values

REPORTS TO: Chief Financial Officer.

SUPERVISES: None

SCOPE OF RESPONSIBILITIES

Area of Responsibility	Action Steps	Success Criteria/Measures
Procurement Planning Develop and implement an annual procurement plan that aligns with aBi's work plan and budget, effectively incorporating user needs to optimize	Establish and consolidate the annual procurement plan, ensuring alignment with the Annual Work Plan & Budget (AWPB), coordinating closely with user departments to reflect their needs.	<ul style="list-style-type: none"> • Procurement plans are developed and updated promptly, reflecting alignment with the Annual Work Plan & Budget (AWPB) and departmental needs. • User department feedback confirms that procurement plans effectively address their
	Collaborate with the COO-CS and user departments to provide detailed cost estimates and identify capital requirements, enhancing departmental procurement planning capacity	
	Monitor the procurement plan's responsiveness and adaptability to user needs, implementing adjustments where required.	
	Review procurement requests for accuracy and completeness, ensuring alignment with strategic priorities.	

<p>resource allocation and support organizational objectives.</p>	<p>Facilitate regular reviews and updates of the procurement plan to reflect any changes in strategy or resource availability.</p>	<p>requirements and adapt to changing needs.</p> <ul style="list-style-type: none"> • Reviews of procurement requests show a high level of accuracy, completeness, and strategic alignment.
<p>Procurement Function Leadership</p> <p>Lead the procurement function by crafting and executing effective strategies that ensure value for money, support aBi Finance's goals, and enhance resource management.</p>	<p>Utilise aBi's IT systems to efficiently track procurement processes, advising on system enhancements to streamline operations.</p> <p>Ensure high competition levels in procurement by advising user departments on selecting the best sourcing methods.</p> <p>Recommend strategic sourcing approaches based on market analysis and threshold guidelines to ensure optimal supplier selection.</p> <p>Ensure all procurements incorporate best practices and user department inputs, recording and storing these methodologies in the KML system for future reference.</p> <p>Lead initiatives to enhance procurement systems and processes, fostering continuous improvement and innovation</p>	<ul style="list-style-type: none"> • Procurement processes consistently achieve value for money, as demonstrated by competitive supplier selection and cost-effectiveness metrics. • User departments report satisfaction with the efficiency and transparency of procurement processes, as reflected in periodic feedback. • Continuous improvement initiatives are implemented and documented, resulting in measurable enhancements to procurement systems.
<p>Financial Management and Compliance</p> <p>Ensure the procurement processes adhere to budgetary constraints and value-for-money</p>	<p>Regularly assess and update procurement policies to ensure they remain relevant and effective in managing potential risks within aBi's risk framework.</p> <p>Design and implement a comprehensive risk management strategy to mitigate procurement-related risks and issues.</p> <p>Respond promptly to audit queries, overseeing the implementation of corrective actions, and preparing detailed reports for stakeholders</p>	<ul style="list-style-type: none"> • Procurement activities comply fully with budgetary constraints, financial guidelines, and risk management frameworks. • Audit findings are addressed promptly, with corrective actions implemented and

<p>principles, maintaining transparency and competitiveness while minimizing risks in accordance with established policies and procedures.</p>	<p>Ensure all procurement activities comply with financial guidelines, promoting transparency and accountability</p>	<p>documented in compliance reports.</p> <ul style="list-style-type: none"> • Training sessions on compliance and risk management are conducted, with participants reporting improved understanding of procurement standards.
<p>Vendor and Contract Management</p> <p>Establish and maintain a robust vendor management system that ensures high-quality, sustainable, and cost-effective procurement of goods and services. Develop and manage contracts in collaboration with the Governance & Risk Unit to safeguard aBi Finance’s interests.</p>	<p>Conduct in-depth market research to maintain a competitive and diverse vendor base, providing updated vendor information to inform strategic planning.</p> <p>Manage the pre-qualification process, incorporating rigorous due diligence to select and maintain an optimal supplier list.</p> <p>Develop and negotiate contracts in collaboration with the Legal Officer, ensuring quality control and adherence to aBi’s standards.</p> <p>Engage directly with contract managers and vendors to ensure terms and conditions are clearly understood and adhered to.</p> <p>Implement mechanisms for continuous evaluation and feedback on vendor performance, addressing issues proactively.</p>	<ul style="list-style-type: none"> • Vendor management processes result in a diverse, pre-qualified supplier base that meets organizational quality standards. • Contracts are developed and negotiated effectively, with minimal disputes and clear adherence to terms by all parties. • Vendor performance evaluations are conducted regularly, and feedback is integrated into future procurement decisions
<p>Asset and Disposal Management</p> <p>Ensure the timely and sustainable disposal of assets in</p>	<p>Review and update asset disposal policies to ensure consistent application and alignment with best practices.</p> <p>Collaborate with the Finance department to conduct asset inventories, determining items for disposal and executing the process in a compliant manner.</p>	<ul style="list-style-type: none"> • Asset disposal processes adhere to organizational guidelines and are completed within agreed timelines, with clear documentation.

<p>compliance with organizational guidelines, working closely with departments such as Finance to optimize asset management.</p>	<p>Advise the procurement committee on optimal disposal strategies to ensure environmentally sustainable practices.</p>	<ul style="list-style-type: none"> • Audits of asset management practices show compliance with policies and identify minimal corrective actions required. • Disposal strategies incorporate sustainable practices, with recommendations approved by the procurement committee
	<p>Facilitate regular audits of asset management practices to confirm compliance and identify areas for improvement.</p>	
	<p>Document all aspects of asset disposal and management for transparency and future reference.</p>	
<p>Team Support and Capacity Building Enhance procurement capacities by supporting implementing partners, evaluation committees, and project managers in adhering to procurement guidelines, fostering a culture of compliance and continuous improvement.</p>	<p>Facilitate the effective functioning of the procurement committee, ensuring procedural adherence and timely meetings with comprehensive documentation.</p>	<ul style="list-style-type: none"> • User departments and partners report enhanced procurement capabilities, as reflected in post-training feedback and compliance levels. • Procurement committee meetings are held on schedule, with well-documented procedures and outcomes. • Support for implementing partners and project managers is consistently aligned with procurement guidelines, ensuring project success.
	<p>Provide robust logistical support for Implementing Partners, integrating their input into relevant procurement processes for projects.</p>	
	<p>Assist user departments with contract management, offering solutions for managing issues and ensuring compliance with procurement standards.</p>	
	<p>Participate actively in mixed teams for due diligence efforts, aligning procurement activities with overall organisational objectives</p>	
	<p>Develop targeted workshops and training programmes to build procurement capacity across departments, fostering a culture of continuous learning and compliance.</p>	

And other duties as requested by the **Chief Financial Officer**

REQUIREMENTS OF THE ROLE

Qualifications <ul style="list-style-type: none"> Master's degree in Business Administration, Supply Chain Management, Procurement or a related field. Bachelor's degree in Business Administration, Procurement or a related field. Professional certification e.g. CIPS, CPM, CSCP is an added advantage. Experience <ul style="list-style-type: none"> 5-7 years of relevant experience in procurement including experience in strategic sourcing, supplier relationship management and contracts negotiations. Proven track record in overseeing procurement functions within an organization. 	Competency	Level 1 Standard	Level 2 Specialist	Level 3 Team Leader	Level 4 Leadership	
		Ownership & Initiative				√
		Learning & Adaptability				√
		Situational Awareness & Thinking				√
		Execution & Drive for Results				√
		Understanding Others & Team Collaboration				√
		Communicating & influencing				√
Technical Skills & Knowledge <ul style="list-style-type: none"> Ability to develop and implement strategies that align with organizational goals. Strong skills in negotiating contracts, managing supplier relationships and ensuring compliance Ability to assess and analyse market trends, supplier capabilities and risks to inform procurement decisions Excellent communication skills with the ability to influence and collaborate with stakeholders at all levels of the organization Strong analytical skills to address procurement challenges and resolve issues quickly and effectively. 						

SIGNATURES

Name of Job Holder:	Signature(s):	Date:	Name of Supervisor:	Signature(s):	Date:
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