

Job details	
<b>Job title:</b> Procurement Officer	<b>Line Manager title:</b> Procurement Manager, JG6
<b>Grade:</b> JG7	<b>Direct reports:</b> None
<b>Department:</b> Programme Delivery Department (PDD)	<b>Location:</b> Accra, Ghana
Job Summary	
<p>The job holder is responsible for ensuring that all responsibility centres (West Africa, Democratic Republic of Congo) Corporate Resources, Planning, Sustainable Trade &amp; Safeguards procurement and contract management activities are managed and executed effectively with a commercial focus, to deliver impact, and results, and to achieve the spend target.</p>	
Roles and responsibilities	
<p><b>Strategic focus</b></p> <ul style="list-style-type: none"> <li>• Ensure all procurement cycle processes are carried out to achieve value for money, be transparent, and adhere to good procurement practices.</li> <li>• Ensure all procurement decisions are taken in line with TMA governance structures and processes.</li> <li>• Providing appropriate procurement advice, support, guidance, and challenge, at all stages of the project cycle, especially at the initial design stage, business and procurement planning, including progressing pretender market engagement opportunities, and also including contract management.</li> <li>• Detailed familiarisation with all projects and mobilization plans across responsibility centers (West Africa, Democratic Republic of Congo) Corporate Resources, Planning, Sustainable Trade, Safeguards and their link to the Results Framework.</li> <li>• Schedule, organize, and remind responsibility centers to discuss procurement plans and strategies on at least a monthly basis, store up-to-date respective procurement plans, develop a system of monitoring ongoing and upcoming work, and ensure that every process is up-to-date, and information is real-time in teams.</li> <li>• Regularly review Regulations and Procurement Procedures Manuals and submit any changes/improvements for approval to the Procurement Manager.</li> <li>• Aid the reporting of KPIs to senior management and the Board.</li> </ul> <p><b>Operational focus</b></p> <ul style="list-style-type: none"> <li>• Manage all supply-side interactions during procurement cycle processes, including responding to bidder queries in a professional and timely manner.</li> <li>• Draft advertisements, pre-tender market engagement material, and tender documents including but not limited to Expression of Interest (EOI), Request for Proposals (RFP), Invitation to Tender (ITT), timetable/s and contract management documentation, and when approved, place them in agreed publications, and websites, as applicable.</li> <li>• Lead and guide evaluation panels on the evaluation process and evaluation criteria whilst ensuring fairness and consistency to desist from prejudice to suppliers.</li> <li>• Draft evaluation reports on all submissions made at all tender processes for presentation to the Tender Committee (TC) and/or Head of Procurement.</li> <li>• Communicate tender outcome notifications to all bidders and provide clear, objective, useful supplier feedback, in a professional and timely manner.</li> <li>• Organise for pre-contract Due Diligence (DD) where it is required.</li> <li>• Prepare draft contracts for signature, ensuring that supporting documentation, is approved at the appropriate level and consistently with accuracy.</li> </ul>	

- Monitor issuance of contracts and receipt of signed versions back from consultants whilst ensuring that no consultant/ suppliers are engaged without a fully signed contract.
- Ensure relevant key and supporting documentation relating to contracts is stored on the J-drive and is easily retrieved especially by people outside the procurement team.
- Assist teams in undertaking contract management, including monitoring performance by consultants/companies, reviewing receipt of reports, and assisting teams in quality control/ assurance.
- Ensure that all contract amendments are drafted on time once sound justification is done and comply with the procurement policy.
- Maintain and continually update relevant registers, e.g., procurement tracker, procurement plans, adverts, quarterly risk registers, etc.
- Lead in gathering the supporting information required to respond to various internal and external audits.
- Assist with training programmes and deliver content as necessary.

## **Stakeholder Management**

- Develop and adopt a customer/programme-centric, problem-solving approach to protect and deliver the Results Framework.
- Develop and maintain strong relationships with all internal and external stakeholders, including TMA colleagues, partners, and donors and meet with them regularly with country and regional colleagues to provide relevant advice and guidance, specific to circumstances.

## **Corporate level responsibilities**

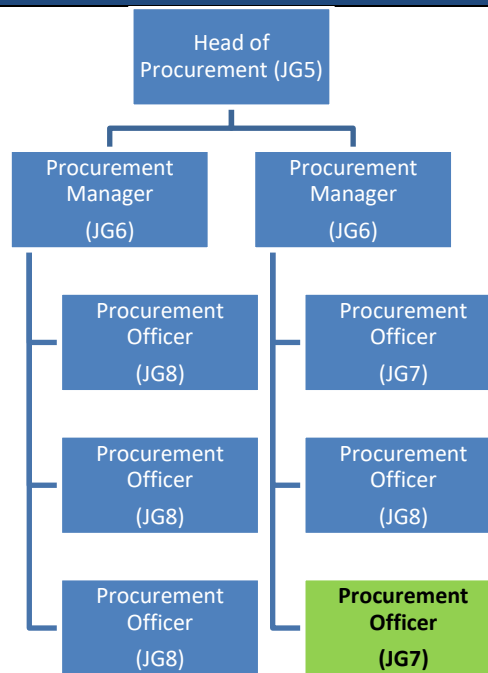
- Apply the highest standards of controls and risk management practices and behaviours and embed a positive risk and control culture.
- Demonstrate prudence, sound judgment, and appropriate and timely escalations in the management of all types of risk (including fraud risk) applicable to the role.
- Understand and comply with the relevant end-to-end processes including applicable risks and controls.
- Seek to identify, understand, and escalate risk events/incidents/ issues on a timely basis focusing on fixing root causes and taking ownership of identified mitigating actions.
- Complete all relevant mandatory training within the stipulated timelines.
- Ensure compliance with PCM guidelines throughout the project design and implementation cycle, including reporting and closure.
- Ensure compliance with grant management procedures and guidelines including appraisal, selection, implementation, reporting, and closure.
- Contribute to the development/revision of tools and procedures to document and share knowledge, incentivize staff/teams and enforce compliance and standards.
- Participate in regular informal and formal reflection, knowledge sharing, and learning events.
- Document lessons learned and best practices for knowledge sharing and learning.
- Promote and adhere to TMA's core values and ensure compliance with organizational policies and procedures.
- Maintain zero tolerance for bribery, fraud, and corruption, and ensure the immediate reporting of any corruption or suspect behaviour that threatens TMA's reputation.
- Adhere to the safeguarding policies and procedures and immediately report any safeguarding concerns.
- Any other related responsibilities that may be assigned by the line manager from time to time.

## **Procurement support to Trade Catalyst Africa.**

Support TradeMark Africa's wholly owned subsidiary, Trade Catalyst Africa on all procurement processes.

# Job description

## Organisational positioning



## Academic qualifications

- An undergraduate degree OR a postgraduate degree from a recognized institution.
- Membership with a relevant professional body (such as CIPS or Equivalent).

## Work experience

- For undergraduate degree holders, at least five years relevant experience in donor funded programmes. For Postgraduate degree plus three years' relevant experience.
- Working knowledge of procurement best practices in the African region.

## Technical skills and behavioral competencies

- Proficiency in English and French is a MUST (both spoken and written)
- Honesty and integrity
- Proactive, self-motivated, and results focused.
- Ability to work effectively with staff and external partners with gravitas and influence.
- A good TMA team player.
- Ability to make decisions in difficult operating environments.
- Ability to handle multiple tasks and provide regular feedback on progress.
- Ability to prioritize pay attention to detail and manage time effectively.
- Good planning, management, and organizing skills.
- Good oral, and written communication, and presentation skills.
- Proficiency in MS Office applications

## Risks associated with the position

- Security and Safety Issues in certain jurisdiction
- Procurement Process related risk (including Bid Collusion, Procurement Fraud etc).
- Geo-political risks related to the procurement process.
- Risks associated with access of sensitive information related to the procurement cycle.
- Risk related to professional liability in discharging procurement duties.
- Closely monitor, understand and appreciating different donor needs and expectations in a Procurement cycle to avoid disallowed cost.

## Sign off



# Job description

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Job holder name: _____	Signature: _____	Date: _____
Line Manager name: _____	Signature: _____	Date: _____
Counter-signing Quality Assuror (CQA) name: _____	Signature: _____	Date: _____