

Purchase Coordinator, Cameroon

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Company: PSI

Location: Yaounde

Category: other-general

JOB TITLE: PURCHASING COORDINATOR / PROCUREMENT COORDINATOR

DEPARTMENT: ADMINISTRATIVE AND FINANCIAL MANAGEMENT

SUPERVISOR: FINANCE AND ADMINISTRATION MANAGER

PROPOSED MANAGERIAL ORGANIZATION LEVEL: MANAGER

PROPOSED CAREER LEVEL: M1

Only candidates authorized to legally work in Cameroon will be considered.

Applicant CVs must be submitted in French and English.

JOB SUMMARY

Population Services International Cameroon is the national branch of PSI, with programs in malaria, reproductive health, child survival, safe water, diarrhea, and HIV prevention and treatment.

PSI promotes and distributes health products, services, and healthy behaviors, enabling low-income and vulnerable people to lead healthier lives through programs in HIV/TB, malaria, child survival, reproductive health, diarrhea, and waterborne diseases, hepatitis C and COVID-19.

The incumbent is responsible for coordinating all purchasing activities; planning, organizing, directing, managing and evaluating, and is accountable for PSI Cameroon's purchasing,

policies and procedures, including identifying opportunities to improve operations. The position is able to work in a team and often under pressure. He/she is required to travel to supervise activities in all the areas covered by the projects under his/her responsibility. He/she may be required to represent PSI Cameroon at external strategic meetings.

WORKING CONDITIONS

Travel requirements: More than 50%

The position is based in Yaoundé.

The incumbent will be placed on a salary scale in line with PSI standards, and will benefit from capacity-building training as far as the platform allows.

Working remotely: May be allowed with supervision's permission

ESSENTIAL FUNCTIONS

This is not an exhaustive list of all the duties the incumbent is expected to perform. It is a summary of the main responsibilities and requirements of the position, and the incumbent may be required to perform duties not included in this job profile.

COORDINATION (50%)

Coordinate with the chosen forwarder, the process of shipping and receiving goods and services from outside the country in the right conditions.

TECHNICAL (10%)

Define purchasing policy and supervise PSI Cameroon's purchasing department.

Develop and maintain constructive, cooperative working relationships with all stakeholders.

Contribute to the creation and sharing of knowledge by synthesizing and documenting results, lessons learned, successes and best practices, strategies and approaches.

Gather requirements from PSI Cameroon's various programs and draw up a purchasing schedule.

Consolidate goods and services common to several departments in order to negotiate and obtain more favorable contractual terms including a better price in relation to the volume of

the order.

Design systems or tools for continuous improvement of the existing purchasing process.

Advise the PSI Cameroon management team on all purchasing policies and procedures, principles and best practices.

Monitor supplier performance and update the supplier directory.

Develop and manage bidding, tendering and negotiation processes while adhering to applicable procedures and codes of ethics.

Ensure that all purchasing-related activities support and reinforce the objectives of PSI Cameroon as a whole.

Monitor market developments, issue invitations to tender and consultations, and negotiate terms of sale.

Ensure ongoing dialogue with suppliers and partners.

Negotiate major purchases, define framework contracts with suppliers and manage all aspects of contracts.

Review supplier reports and financial statements, and assess the supplier's overall situation (supplier risk assessment).

Establish rules and procedures and charters to enhance transparency and maintain the trust of suppliers and internal customers.

Ensure the establishment of rules of purchasing ethics.

LEADERSHIP (10%)

Develop and manage purchasing policies, procedures, standards and strategies to ensure transparency, fairness, impartiality and confidentiality of processes.

REPRESENTATION (5%)

Disclose PSI Cameroon purchasing policies and procedures to suppliers and PSI Cameroon employees for better understanding and adherence to these policies and

procedures.

RESOURCE MANAGEMENT (5%)

Ensure strict adherence to PSI's procurement policies and to the procurement rules and requirements of the various funders.

REPORTING (5%)

Ensure timely monthly, quarterly and annual reporting of activities, analyze factors affecting the achievement of results, recommend corrective actions and follow up on validated recommendations.

Ensure proper documentation and archiving of purchasing documents.

OTHER (15%)

Perform all other tasks related to the position.

QUALIFICATIONS

To perform this job successfully, a person must be able to perform each of the essential functions satisfactorily. The requirements listed below are representative of the knowledge, skills and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. In most cases, previous work experience may substitute for formal training, and a diploma may substitute for work experience. Acceptable equivalencies will be documented in the Required Experience section.

Only candidates authorized to legally work in Cameroon will be considered.

Educational requirements

Master's degree (or international equivalent) in Project Management, Public Health, Law, Social Sciences required.

Experience required

At least 6 years of cumulative experience in project management required.

Knowledge, skills and abilities

Good command of computers and software (Word, PowerPoint, Excel).

Ability to monitor project results and expenditure against work plans.

Skills in results-based management.

Willingness to undertake regular field missions.

Familiarity with NGOs is an asset.

Language Skills

Fluent in French and professional proficiency in English. #LI-DNI

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