

JOB DESCRIPTION - FIELD

JOB TITLE: Senior Procurement Specialist

GRADE/BAND: H

SUPERVISOR TITLE: COMU Director

POSITION STATUS: Local Professional

MAIN PURPOSE OF JOB: The Sr. Procurement Specialist is responsible for Procurement operations of MSH Liberia in accordance with MSH and USAID regulations. In addition, s/he shall ensure the integrity of procurement processes in strict compliance with the regulations and required documentation. S/he'll manage all in-country purchases for commercial goods and services for all MSH projects up to the ceiling amount delegated to COMU (<\$3,000, \$3,000 - \$100,000) and ensure that purchase is compliant with MSH policy and procedures, and that the procurement supply chain is effectively meeting the needs of MSH country projects. Responsibilities include market research, preparation and issuance of RFP's, tenders, purchase orders, negotiations, and administration of awards.

S/he will act as a mentor and procurement knowledge expert to improve overall staff level of performance.

DEPARTMENT: COMU

LOCATION: Main Office, Monrovia, (Liberia)

REQUIRED MINIMUM

EDUCATION: Required: Bachelor's degree

Preferred: Master's degree in professional procurement qualifications
REQUIRED MINIMUM

EXPERIENCE

Required: 4-6 years in a related field with a Bachelor's

Preferred: 2- 4 years in a related field with a Master's

Experience managing procurement operations. Significant logistics management experience in Liberia, strongly preferred. Comprehensive knowledge of US Government funded programs, regulations and requirements, a must.

KNOWLEDGE and SKILLS:

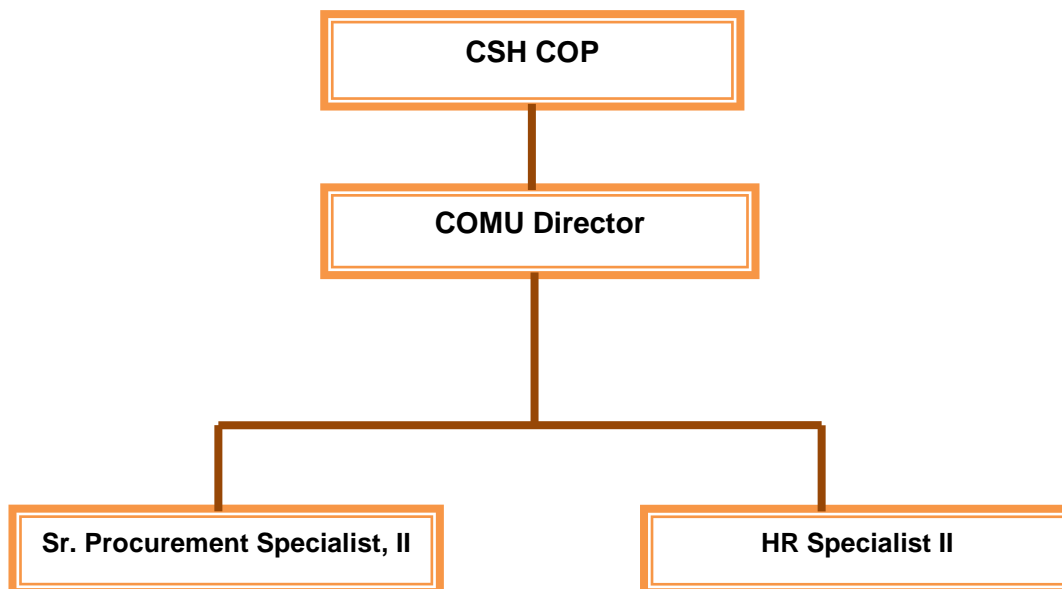
- Strong planning and coordination skills
- Extensive knowledge of USAID procurement rules and regulations.
- Excellent skills in Microsoft Office
- Accounting knowledge is preferred

- Computer skills including proficiency in Microsoft Office Suite applications (Excel spreadsheets, word processing, and electronic mail along with data entry experience).
- Excellent organizational and interpersonal skills with a service-oriented outlook.

COMPETENCIES: (CORE JOB COMPETENCIES)

- **Navigating the Environment:** Perspective and Dealing with ambiguity
- **Ensuring Delivery of Results:** Functional/Technical skills, Client Focus, Managing through systems, Managing and Measuring work, Process Management, Priority Setting, Problem Solving and Timely Decision Making
- **Core Personal Competencies:** Ethics and Values, Integrity and Trust, Listening, Written
- Communication
- **Core MSH competencies:** Adaptability, Communication, Problem Solving, Creativity and Innovation, Quality, Quality and Timeliness of Work, Quality of work and Team Relationships, Resource Utilization

ORGANIZATIONAL STRUCTURE



MAIN DUTIES AND RESPONSIBILITIES

NO.	Key Performance Areas	Major Activities / Responsibilities	Percent of Time (must equal 100%)
1.	Procurement	<ul style="list-style-type: none"> • Ensure that all purchases are made according to MSH and USAID regulations while rigorously keeping all necessary documentation. Pay particular attention to the delivery of goods ordered by the requestor and ensure accurate compliance with Purchase Orders; • Prepare the purchase of supplies for operations and for the office well in advance in order to properly monitor the whole procurement process; • Coordinate meetings of the Procurement Committee, prepare a record of proceedings as "Procurement Memo" and have it signed; • Establish a mechanism for monitoring orders of goods and services; • Participate in the preparation of specifications for the procurement of goods and services; • Participate in company visits to validate the technical and operational capacities of providers; • Prepare purchase orders and contracts and submit them to COMU Director for approval; • Participate in half-yearly inventory of movables and immovables of MSH Liberia/USAID property; • Coordinate with the Logistics Assistant to ensure newly procured items are added to the office inventory register and appropriately handed over to the office store. • Develop good relationships with suppliers and service providers in the interest of MSH complying with the Code of Business Ethics and Conduct of MSH • Monitor relationships with providers contracted by MSH; • Monitor with the Procurement the progress of import goods clearance, including providing assistance where necessary; • Help establish vendor pre-qualification process for services identified. 	35%
2.	Sourcing	<ul style="list-style-type: none"> • Clarify specifications with client/technical specialists to fully understand requirement. • Identify sources to meet specification using international sources. • Ensure all goods and commodities meet quality standards • Contribute to the 'request for waiver' process. • Contribute to Registration database, appraise supplier performance and manage the relationship with suppliers. 	20%

3.	Bidding	<ul style="list-style-type: none"> • Prepare and issue tender documents. • Evaluate tenders taking into consideration relevant criteria and ability to comply with terms and conditions. • Make recommendation and confirm order with the in country client through Project Management Office. • Negotiate cost reductions with suppliers as appropriate. • Resolve bid challenges in accordance with the Standard Operation Procedures. 	20%
4.	Contract Management	<ul style="list-style-type: none"> • Conduct contract administration and management. • Prepare contract/purchase orders. • Liaise with supplier and MSH head office as necessary to ensure timely collection from suppliers, shipping and delivery. • Review supplier invoices to ensure expeditious payment. • Resolve post contract complaints and issues. • Mentor other buyers in contracts development and execution 	15%
5.	Client Relationship Management	<ul style="list-style-type: none"> • Maintain an on-going relationship with the client and all stakeholders, keeping them informed, responding to needs and developing solutions. • Liaise with clients and vendors as required. 	10%

Candidates must meet all the criteria of minimum qualifications.

Send your application to hrliberia@msh.org, stating the position in the subject line of your email/letter. Interested persons must send comprehensive resume with a brief cover letter not later than closing date of the application, **September 15th, 2017.**