



JOB DESCRIPTION

A.POSITION INFORMATION	
Job Title	Procurement Manager
Job Grade	
Job Holder	
Department	Finance
Division	Finance
Review / Update Date	

B. JOB PURPOSE
To plan, coordinate, implement and monitor the Corporation`s overall supply chain strategy to maximize efficiency and productivity. To also manage and negotiate service providers contracts to ensure that the Corporation obtains quality products for competitive prices in a timely fashion. Plays an integral role in ensuring the Corporation sticks to budgets and operates profitably.

Main Performance Areas	Main tasks top achieve the outputs
1.Effective Functional Management:	- Manage effective day to day business performance of the Procurement Department functions. - Maintain stock levels of the essential supplies. - Oversee, mentor and coach and build capacity of the Department staff.
2. Maintain Sustainable Supply Chain and Logistics Support	- Develop procurement strategies that are inventive and cost-effective. - Develop and implement procurement and sourcing policies, procedures, standards and controls. - Liaise with all Corporation`s Departments to determine their procurement needs. - Oversee the end-to-end bidding process, from tender preparation to submission of tender documents for approval. - Ensure the completion of tasks assigned to the contractors - Perform procurement risk assessments on potential contracts and agreements and mitigate such risks. - Monitors business trends and product availability to pay the best price for the Corporation goods and services without sacrificing quality or delivery times.

	- Nurtures relationships with suppliers to negotiate the best prices for the Corporation. - Identifies and researches potential new suppliers. - Researches new products and services to meet company's goals. - Develops and implements strategies for procuring, storing, and distributing goods or services and maintaining stock levels. - Maintains and administers internal suppliers` database - Responsible for development of a procurement policy, its review and safe keeping - Oversees and procurement process and advise accordingly - Oversee and optimize the management of BEDCO's fleet
3. Supplier & Contract Management	- Maintains strong relationships with existing suppliers while continuously identifying and onboarding new vendors - Evaluate supplier performance on quality, price, delivery, and contract compliance. - Collaborate with legal to draft, review, and negotiate contracts and SLAs. - Ensures that all contractual terms – pricing, warranties, service levels and penalties - are favorable and enforceable.
3. Business Reporting:	- Prepare and submit Procurements Reports of the Department and prepare inputs into the BEDCO’s annual reporting activities - Prepare the Procurement Reports to the Board on quarterly basis. - Develops Procurement risk management frameworks to mitigate threats such as supply shortages, price volatility, supplier failure and compliance risks.
Focus Allocation	
50% focus on maintaining inventory database and logistics delivery trends	
50% focus on internal operational optimization and efficiency	
C. JOB SPECIFICATIONS	
Minimum educational qualification:	Minimum of Bachelor’s degree in Procurement, Supply Chain Management, Business Administration or related field. Member of CIPS level 5 will be an added advantage.
Minimum experience required:	5 years’ working experience in Procurement or supply chain in a Managerial role, preferably in a corporate environment.
Competencies:	• Leadership and Management: Demonstration of strategic thinking, resource allocation, and coordination of people and resources and the ability to

	motivate develop, and direct people towards execution. • Problem Solver: Ability to anticipate and solve problems proactively. • Analytical: Ability to navigate complex data and provide analytics and predictive scenarios that drive action and decision-making. • Stakeholder Management: Ability to support and create an inclusive and supportive working relationship and environment for both internal and external stakeholders. • Risk Management: Ability to identify, investigate, analyse, and measure strategic and operational risks early and develop strategies to manage/mitigate them. • Effective Communication: Ability to communicate clearly and effectively through both written and spoken communication.		
D. JOB SIGN-OFF			
Compiled by		Date	
Updated by		Date	
Responsible Manager	Chief Finance Officer	Date	
Job-incumbent		Date	
Next Level Manager		Date	
HR Manager		Date	