



## JOB DESCRIPTION

JOB CODE:0098

REVIEW DATE:

<b>JOB TITLE:</b>	Procurement Officer
<b>INSTITUTION</b>	West African Health Organisation
<b>DUTY STATION</b>	Bobo-Dioulasso, Burkina Faso
<b>GRADE</b>	P3/P4
<b>ANNUAL SALARY</b>	<b>US\$ 37,431.66/52,379.70</b>
<b>DIRECTORATE</b>	Administration & Finance
<b>DIVISION</b>	Administration & Human Resources
<b>LINE SUPERVISOR</b>	Principal Officer, Administration & Human Resources
<b>SUPERVISING</b>	Procurement Assistant

### ROLE OVERVIEW

Under the supervision of the Principal Officer, Administration & Human Resources, the Procurement Officer has the responsibility to manage the routine procurement activities of the organisation from the preparation of tender requests, the opening of bids, establishment of purchase orders and monitoring the delivery of goods, works, and services.

### ROLES & RESPONSIBILITIES

- Prepare a comprehensive Annual Procurement Plan for WAHO.
- Ensure the execution of the procurement activities according to the approved Procurement Plan.
- Maintain awareness of market conditions, including source lists, price, availability and competitiveness and ensure that costs are fair and reasonable prior to approving any purchase.
- Prepare bidding documents, contracts, purchase orders, and other procurement documents.
- Keep track of the status of each procurement process– from request to delivery or receipt by the requester – ensuring that priorities are met.
- Ensure that requisitions are proactively identified and met.
- In liaison with Finance, ensure timely funding, and/or resolution of any funding issues in relation to procurement activities.
- Check specifications for goods and Terms of reference for services ensuring compliance with set standards, regulations, procedures, and process requisition in accordance with ECOWAS and donor policies and procedures for Goods, where applicable.
- Maintains adequate vendor documentation and/or specifications on sources of supply, costs, delivery, vendor performance ratings, and quality requirements.
- Analyze all requisition documentation for proper material descriptions, budget authorization and cost center conformity.
- Prepare periodic, quarterly, and annual procurement reports covering service ordering, order tracking, purchase orders and contracts, service order delivery scheduling and costs.
- Establish a performance monitoring database for all suppliers and consultants, and ensure efficiency and timeliness in the delivery of outputs from the service providers.
- Establish and maintain a central procurement filing system, and ensure all related documents are included in the respective files, to ensure ease of retrieval of information.
- Perform any other duties as may be assigned by the supervisor.

### ACADEMIC QUALIFICATIONS AND EXPERIENCE

#### Education:



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- Bachelor's degree (or equivalent) in Business Administration, Public Administration, Commerce, Supply Chain, Law or a related field from a recognized University.

### Experience:

- Five (5) years of progressively responsible experience in finance, administration, budget, business administration or a related area including experience working in finance unit in an International Organization, NGO or Multilateral Aid Agencies or equivalent, experience working with financial processes of pooled funds;
- knowledge of procurement policies, processes and procedures and of purchasing and accounting techniques; good judgement and knowledge of financial rules and regulations; ability to research and gather information from a variety of sources;
- ability to research, collect, record, and preserve all relevant internal control measures and information (including electronic format) ensuring that a comprehensive information chain is established and maintained;
- knowledge of all operational processes to identify and evaluate weaknesses in surveillance controls; ability to strengthen processes to actively mitigate/eliminate the potential for non-compliance and breach of ethics; ability to create pattern analysis and statistical models of processes and controls to detect anomalies/weaknesses.

### ECOWAS KEY COMPETENCIES

#### LEADERSHIP

- ability to persuade/influence others to consider a certain point of view, adopt a new idea or implement new methods and practices;
- ability to lead a team of trainees/junior staff and instill a spirit of teamwork to engage employees and achieve a well-defined set of activities;
- ability to respect the chain of command in an appropriate manner;
- ability to resolve challenges that occur with minimal direction and/or to recommend and explain solutions or alternatives for approval;
- ability to utilize the Code of Ethics to manage self, others, information and resources;
- ability to mentor others and create feedback loops with supervisors, colleagues, and subordinates to build strong working relationships and improve performance.
- contribute to maintaining organizational unit's performance goals and standards.

#### CLIENT SERVICE ORIENTATION

- interpersonal skills with the ability to keep a client informed of progress or setbacks in projects of relevance to the timeline, quality and quantity;
- ability to proactively interact with clients and build strong trusting relationships based on mutual respect and regular discussions;
- ability to establish and sustain professional credibility with clients/stakeholders in a manner that anticipates their needs, mitigates issues and carefully balances professional obligations with the need to be sensitive and responsive to their needs;
- ability to counsel, advise, consult and guide others on matters pertaining to assigned client service responsibilities and established client service standards;

#### MULTICULTURAL SENSITIVITY AND ADVOCACY



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- demonstrate respect for cultural differences, fairness and ability to relate well with people from varied backgrounds, nationality, gender, ethnicity, race and religion;
- understanding of diverse cultural views especially within West Africa, with sensitivity to group differences; ability to challenge bias and to practice tolerance and empathy;
- ability to listen actively, consider people's concerns and apply judgement, tact and diplomacy;
- ability to work in a diverse and inclusive interactive environment that benefits from diverse strengths;
- ability and responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work;
- ability to encourage, empower, and advocate for people in an unbiased and transparent manner.

### **KNOWLEDGE OF ECOWAS**

- knowledge of ECOWAS institutions, sectors, programmes and policies;
- knowledge of ECOWAS internal operational requirements of programs, projects, services and systems required to achieve work assignments and meet performance goals;
- knowledge of rules and procedures of ECOWAS associated assigned responsibilities and ability to explain these clearly to others;
- knowledge of the ECOWAS culture, structures and performance issues and priorities impacting assigned responsibilities;
- knowledge of member states development trends, indicators, challenges, and opportunities as it relates to project/programme assigned to own position.

### **ANALYTICAL AND CRITICAL THINKING**

- ability to study data/information from a variety of sources, identify anomalies, trends and issues, present findings, and make recommendations;
- ability to break down problems or processes into key parts to identify and solve gaps in service, quality assurance, compliance and performance targets;
- knowledge of and ability to apply techniques to generate creative ideas and new approaches to meeting goals;
- ability to use evidence and research to inform policies and programs and identify relevant and appropriate sources of information, including stakeholders, regional institutions and/or internal committees

### **COMMUNICATION**

- demonstrated computer skills to communicate using tools, to write and format documents appropriately for presentation, the web, proposals, reports and other documents;
- ability to proofread, edit and revise documents to ensure they follow standard conventions for punctuation and mechanics and are formatted in accordance with ECOWAS communication standards;
- ability to relay/redirect complete and accurate messages to appropriate persons/departments;
- proficiency in information communication technologies(ICT);
- Fluency in oral and written expressions in one of the ECOWAS official languages of the Community (English, French & Portuguese). Knowledge of an additional one will be an added advantage.

### **PLANNING AND IMPLEMENTATION**



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- ability to organize information and materials for others, solving minor problems and checking for completeness and compliance to standards and instructions;
- knowledge of techniques to prioritize tasks in fast fast-paced workplace with frequent interruptions and moving deadlines and adaptability/ flexibility to meet work expectations;
- understanding and adherence to the policies, procedures and guidelines required to support the ECOWAS planning cycle at the individual and organizational level;
- good initiative with an ability to identify what needs to be done and take action in a proactive manner.