**JOB DESCRIPTION**

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| **JD Unique ID** | 78110 |
| **Job Title** | Procurement & Logistics Assistant |
| **Company/Employer** | Self Help Africa |
| **Location** | Cross River State (Calabar) |
| **Contract type** | Fixed term contract, full-time (local recruitment) |
| **Period** | 12 months |
| **Remuneration** | ₦4.5m to ₦6.5m annual gross |
| **Reports to** | Senior Officer, Procurement and Logistics |
| **Organisation Overview** | **About Self Help Africa** Established in 1984, Self Help Africa is an international development organisation that works through agriculture and agri-enterprise development to address hunger, poverty, social inequality and the impacts of climate change. We believe that equitable economic development is key to lifting communities out of long-term poverty, empowering them to take control of their futures and improving their quality of life.  In early 2023 we launched a new five-year organisation strategy, which defines shared mission as the alleviation of hunger, poverty, social inequality and the impact of climate change through community-led, market-based and enterprise- focused approaches, so that people can have access to nutritious food, clean water, decent employment and incomes, while sustaining natural resources.Our wider organisation also includes social enterprise subsidiaries Partner Africa, which provides ethical auditing and consultancy services, and CUMO, Malawi’s largest micro-finance provider.Our three core values are:▪ Impact: We are accountable, ambitious and committed to systemic change.▪ Innovation: We are agile, creative and enterprising in an ever-changingWorld.▪ Community: We are inclusive, honest and have integrity in our relationships. |
| **Project Description** | SHA has been appointed by a group of researchers led by the University of Berkeley (UCB) to conduct a study financed by Give Well, on chlorination devices that can ensure year-round access to safe and treated potable water and enhance the health outcomes of rural populations in Cross River and Kano States.It will be a random control trial where different in line chlorination devices will be installed on piped water schemes among 20 communities in each state and compare with another 20 communities. So, the objective will be to determine user acceptability and uptake of chlorine and evaluate the effect of the intervention on water quality and water source in the 40 communities of intervention and compare to the other 40. By focusing on improving the quality of drinking water in these communities, the project will implement regular testing and treatment protocols to ensure safety and compliance with health standards.It aligns with SHA’s goal of ensuring safe water and access to reliable services for water and sanitation and the research will be conducted in parallel of other programmes of SHA looking at system strengthening and building capacities of local actors. One component is looking at establishing professional services for delivering a sustainable access to safe water. This includes sensitizing water users on the importance of paying for water services and encouraging them to move from a repair approach to a more proactive and preventive one. It also relies on building the capacities of local area mechanics (LAMs) and maintenance service providers. SHA is also working in close collaboration with WASH institutions to improve the monitoring of performance of water service providers and access to water. The project also emphasizes community involvement by strengthening the financial management skills of community members, ensuring transparent governance and long-term sustainability of water infrastructure. Through this integrated approach, the initiative aims to deliver lasting improvements in public health and water service reliability in underserved rural areas. |
| **Job Purpose** | SHA is looking for an efficient Procurement & Logistics Assistant to support the procurement and logistics procedures and processes of the project. The Procurement & Logistics Assistant will support the project’s procurement processes and procedures from the initiation of a purchase request to the final receipt and approval of goods/services, contributing to the timely and cost-effective delivery / implementation of projects; provide logistics support to the programme teams and country office by facilitating events/training and workshops, organising travel and transport and vehicle and driver management, hotel booking etc in alignment to donor and SHA policies and guidelines. The ideal candidate will also manage supplier relationships to ensure compliance with contracts and resolution of issue, liaising with internal departments to forecast needs and specifications and managing procurement plans and ensure that all required documentation are in place. |
| **Key Responsibilities** | **Procurement planning and facilitate execution of procurement plans** * Assist with sourcing suppliers and vendors for goods and services, obtaining quotes, and negotiating terms and prices.
* Coordinate with internal stakeholders to understand procurement needs and requirements.
* Prepare and process purchase orders, contracts, and other procurement documents accurately and efficiently.
* Track and monitor the status of purchase orders, ensuring timely delivery and fulfilment of orders.
* Maintain procurement records, databases, and documentation, ensuring accuracy and completeness of information.
* Assist with vendor evaluations and performance assessments, collecting feedback and evaluating supplier capabilities.
* Conduct market research and analysis to identify potential suppliers, products, and cost-saving opportunities.
* Assist with inventory management and control, including tracking stock levels and replenishing supplies as needed.
* Support the resolution of procurement-related issues, discrepancies, and disputes with vendors and suppliers.
* Provide administrative support to the procurement team, including organizing meetings, preparing presentations, and managing correspondence.
* Assist with the development and implementation of procurement policies, procedures, and best practices.
* Collaborate with cross-functional teams to ensure alignment and coordination of procurement activities with business objectives.
* Stay updated on industry trends, regulations, and best practices in procurement and supply chain management.
* Assist with special projects and initiatives as assigned by the procurement manager or senior leadership**.**
* Contribute to continuous improvement efforts in procurement processes, systems, and workflows.

**Travel, Logistics & Events Coordination*** Support the management for all travel, and accommodation for visitors, consultants, and staff on official SHA business. Ensure that travel is on schedule, cost effective.
* Ensure that meetings and conferences are effectively managed in the project offices ensuring value for money and transparency in all the processes.
* Employ the highest standards of openness, transparency and accountability to ensure good financial management in line with SHA’s zero-tolerance approach to fraud, bribery and corruption.

**Transparency, Compliance and safeguarding*** Employ the highest standards of openness, transparency and accountability to ensure good financial management in line with SHA’s zero-tolerance approach to fraud, bribery and corruption.
* Demonstrate commitment to safeguarding, protection, gender mainstreaming and inclusion of vulnerable population including people with disabilities.
* Provide support to establish feedback, complaints and response mechanism across communities of implementation to ensure programmatic and operational decisions are informed by local perspectives and priorities and contribute to the protection of program participants at the LGA level.

**Accountability** In line with Self Help Africa’s commitments under the Core Humanitarian Standard (CHS), the job holder will: * actively promote meaningful community participation and consultation at all stages of the project cycle (planning, implementation, M&E);
* work with relevant colleagues to ensure that the Community Feedback and Response Mechanism (CFRM) is functional and accessible, that feedback and complaints are welcomed and addressed.
* work with relevant colleagues to ensure that information about CFRM, safeguarding and expected staff behaviour is disseminated among programme participants and communities.
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| **Key Relationships** | **Internal:** Procurement, Programme, Monitoring, Evaluation & Learning, Finance & Admin, HR & Admin, Security and Communications teams.**External:** Suppliers/Vendors, Consultants, Service Providers and other external stakeholders |
| **Knowledge, Experience and Other Requirements** | **Educational qualifications and requirements*** University Degree in Business Administration, Operations, Supply chain management or equivalent in a relevant field.
* Minimum of 2 years’ work of experience in an Operations or Procurement/Logistics role, preferably in an INGO.
* Knowledge of Procurement processes and software systems required.

**Experience and Skills*** Experience maintaining and tracking procurement plans.
* Good negotiations skills, suppliers’ management and proven ability to provide high level operational support to programmes teams.
* Ability to plan and organise a substantial workload that including complex, diverse tasks and responsibilities.
* Deep understanding of supply chain and inventory management systems.
* Excellent organisational skills and a track record of consistently prioritising delivering on time.
* Capability to work under pressure and adapt to dynamic environments.
* Attention to detail and a commitment to achieving operational efficiency and ensuring value for money.
* Honest, encourages openness and transparency; demonstrates highest levels of integrity.
* Commitment to SHA’s mission and values.

**Desirable** **•** Gender and intercultural sensitivity **•**  Positive outlook and team spirit **•**  Adaptable and responsive disposition relative to the demands of the task.**Language Requirements:** Excellent written and oral proficiency in English and Hausa language is required. |

**Application Procedure:**

Fill and send the attached Self Help Africa form and send your cover letter and CV in a single document (of not more than **6 pages**) to the link provided on the website.

Email title must be same as the position you are applying for and the location of the position

The deadline for this application is **1st July 2025.** You are advised to apply early, as applications will be treated on roll-in basis. Only shortlisted candidates will be contacted.

*All candidates offered a job with Self Help Africa will be expected to sign our* [*Safeguarding Policies*](https://selfhelpafrica.org/ie/wp-content/uploads/sites/4/2023/12/Self-Help-Africa-Child-and-Adult-Safeguarding-Policy-2023_Final_English.pdf) *and* [*Code of Conduct*](https://selfhelpafrica.org/ie/wp-content/uploads/sites/4/2023/12/Self-Help-Africa-Code-of-Conduct-2023_Final_English.pdf) *as an appendix to their contract of employment and agree to conduct themselves in accordance with the provisions of these documents. Specific roles may require Police/DBS/ [relevant police authority] vetting.*

**Self Help Africa strives to be an equal opportunities employer**