**JOB DESCRIPTION**

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| **JD Unique ID** | 81891 |
| **Job Title** | Procurement & Logistics Manager |
| **Company/Employer** | Self Help Africa (SHA) |
| **Location** | Lilongwe |
| **Contract type** | Fixed full time contract |
| **Reports to** | Systems Director |
| **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-changing  World.  ▪ **Community**: We are inclusive, honest and have integrity in our relationships. |
| **Job Purpose** | The Procurement and Logistics Manager will be responsible for managing all SHA procurements and logistics in accordance with relevant guidelines, ensuring an efficient and effective Supply Chain. S/he is responsible for providing leadership in establishing and monitoring continuous quality improvement, innovation, and quality assurance processes across procurement and logistics in order to improve internal processes, results delivery and accountability at various levels. |
| **Key Responsibilities** | **Procurement**   * + Ensure all procurement activities adhere to SHA policies, donor-specific guidelines, and relevant laws and regulations.   + Develop and maintain annual procurement plan and collaborate closely with the Programme team to ensure that the plan is updated and reflective of programme needs, timelines, and priorities.   + Maintain the SHA Malawi pre-qualified list of suppliers, ensuring accurate and up-to-date records.   + Develop and manage a transparent supplier selection and evaluation system, ensuring fairness and accountability.   + Facilitate timely and compliant customs clearance of goods, adhering to tax regulations and donor rules.   + Ensure timely submission of invoices to the Finance Department for processing.   + Implement and maintain a system to monitor prices paid for goods, ensuring alignment with current market prices.   + Prepare and review vendor contracts, ensuring compliance with organisational policies and legal requirements.   + Foster and maintain positive relationships with vendors, ensuring effective communication and collaboration.   + Provide guidance and support to the National Procurement Committee and District Procurement Committees, ensuring their functionality and relevance.   + Produce procurement reports, providing insights and analysis to inform organisational decision-making.   + Ensure the use of the eProcurement system, identifying opportunities for improvement and implementation.   **Fleet Management**   * + Oversee the management of SHA fleet, including insurance, maintenance, repair and inspections.   + Ensure effective management of the car tracking system, monitoring vehicle usage and performance.   + Develop and enforce policies and procedures to ensure responsible fuel usage, tracking, and reporting.   + Oversee the acquisition, maintenance, and disposal of vehicles, ensuring they are in good working condition and meet organisational needs.   + Ensure all vehicles and drivers comply with relevant laws, regulations, and organisational policies, prioritizing safety and risk management.   + Monitor and control fuel usage, implementing measures to maximise fuel efficiency and reduce costs.   + Provide regular reports and analysis on fleet performance, identifying areas for improvement and opportunities for cost savings.   **Assets Management**   * + Develop and update asset management policies and procedures, ensuring they align with organisational goals and best practices.   + Ensure that maintain accurate records of all assets, including plant, equipment, vehicles, and property, ensuring they are properly tracked and ensure the Assets Register on SalesForce is kept up to date.   + Coordinate the bi-annual asset verification exercises to ensure accuracy and completeness of asset records   + Ensure that there are strong controls to protect against loss, theft, or damage.   **Stores Management**   * + Support the staff responsible for stores in managing the day-to-day activities of the store, including receipt, storage, and issuance of goods, including: - * Ensuring accurate tracking and management of inventory. * Ensuring the store is well-maintained, organized, and secure. * Ensuring goods and materials are properly stored, handled, and protected to prevent damage or loss. * Providing regular reports on store operations, inventory levels, and stock movements.   + Supervise store staff, providing guidance, training, and support.   + Identifying opportunities to improve store operations, reduce costs, and enhance efficiency.   **Leadership and Team Management**   * + Provide leadership and guidance to the Procurement and Logistics team.   + Offer leadership to the wider Malawi team on procurement and logistics matters, providing expert advice and guidance   + Mentor and develop team members, promoting professional growth and development. |
| **Key Relationships** | * + Malawi Project managers, Finance, and Global Office Procurement and Compliance Team   + **Vendors**, service providers   + Regulatory authorities including revenue authority, transport registry, Revenue Authority |
| **Qualification** | * + Master’s degree in Logistics and Supply Chain Management.   + Professional certification and membership to Malawi Institute of Procurement and Supply (MIPS)   + At least 5 years of relevant experience in project procurement management, preferably in the international NGO sector. |
| **Knowledge, Experience and Other Requirements** | * + Proficiency in Microsoft Office applications.   + High levels of personal and professional integrity, aligning with SHA values.   + Excellent problem-solving skills, with the ability to analyse complex issues and develop effective solutions.   + A team player who thrives in fast-paced, collaborative, and entrepreneurial environments, with well-refined people management, teamwork, and interpersonal skills.   + Ability to work independently, take the lead with new ideas, and contribute to organisational growth and development.   + Ability to effectively negotiate contracts and agreements.   + Ability to build and maintain good relationships with stakeholders, including suppliers, government staff, and communities   + A meticulous timekeeper, planner, and communicator who requires minimum supervision. |

Self Help Africa takes the safety and well-being of all those we work with, and our staff, very seriously. We have a zero-tolerance policy on abuse. Our recruitment is safe, meaning that we recruit staff with the highest values and standards of ethical behaviour. Self Help Africa has a Safeguarding Children and Vulnerable Adults Policy, which reflects our commitment to protecting the people with whom we work. All candidates will be expected to comply with this policy and its procedures.

For more information about the organisation, please visit our website at [www.selfhelpafrica.net](http://www.selfhelpafrica.net/).

*All candidates offered a job with Self Help Africa will be expected to sign our Safeguarding Policies and Code of Conduct 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**