**JOB DESCRIPTION**

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| **JD Unique ID:** | 60992 |
| **Job Title:** | Operations Officer, WASH Systems Strengthening for Health in Nigeria  |
| **Company:** | Self Help Africa |
| **Location:** | Abuja |
| **Contract type:** | Fixed term contract, full-time (local recruitment) |
| **Period** | 2 years (renewable) |
| **Reports to:** | Country Office Coordinator |
| **Organisation overview:** | **About Self Help Africa** About Self Help Africa Self Help Africa (SHA) is an international development organisation headquartered in Dublin, Ireland and dedicated to the vision of ‘Sustainable livelihoods and healthy lives for all in a changing climate’. We have almost 50 years of experience working in Africa, including 25 years in Nigeria (as United Purpose and Concern Universal).In 2021, Self Help Africa merged with United Purpose (UP), doubling our size. The organisation now works in 17 programme countries. 15 of these are in sub-Saharan Africa while subsidiary organisations, ‘Self Help Brazil’ and ‘Self Help Bangladesh’, have been created for our programmes in the two countries where we are working outside of Africa.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, TruTrade - an innovative trading platform in East Africa, 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 ourrelationships. In Nigeria, we have a strong reputation in the WASH sector for our work on rural sanitation, having achieved the country’s first ODF LGA, and our systems strengthening approach to sustainable WASH service delivery. |
| **Programme description** | SHA has been awarded a £5m programme focused on WASH systems strengthening, covering Nigeria and Sierra Leone. We would lead the overall consortia, and the work in Nigeria, whilst another INGO would lead work in Sierra Leone, under our oversight and overall consortia leadership. The aim of the programme is to strengthen the systems needed to establish and sustain reliable, resilient and inclusive WASH services. The programme will be for a duration of 4 years.The precise intervention locations in Nigeria will be finalised during the inception phase, and may include (but not necessarily be limited to) northern states such as Kano, Jigawa, Kaduna and possibly Cross River states. This role is to be based in the Abuja. The three broad focus areas of the programme are : **Priority 1 :** Strategic planning and budgeting for sustainable service delivery using defined Service Delivery Models and strengthening capacities and processes for accountable and inclusive planning and budgeting for WASH.**Priority 2** : Support decentralised implementation of the Clean Nigeria Campaign in pursuit of the elimination of open defecation nationwide, demonstrating effective approaches to ODF, Market-Based Sanitation and ODF sustainability, in target LGAs, for scaling.**Priority 3:** Facilitate systems leadership and support the mobilisation of a network of WASH champions by strengthening nationwide non-governmental sector organisations and networks, and their respective capacities and mentoring processes. |
| **Job Purpose:** | SHA is looking for an Operations Officer to support the Procurement and Administration procedures and processes of the FCDO WS4H programme based in the country office in Abuja.The Operations Officer will support the administration of the programme including the supervision of facilities, procurement, asset management and fleet management and maintenance of policies and procedures, travel and accommodation logistics. The candidate will also lead and manage all the project procurement process ensuring that all applicable SHA and donors’ policies and guidelines are adhered to and all required waivers and documentation are in place. |
| **Key Responsibilities:** | **Procurement*** Manage procurement and supply chain activities such as tracking the shipment, reviewing completeness and accuracy of shipping/cargo, documentation, and confirming of the right quantity and quality of delivered consignments and notifying the concerned party for any delays or concerns.
* Ensure that the items procured through local and international procurement are quality assured.
* Liaise with relevant internal departments and programmes to ensure that order fulfilment is on time and in line with expectation.
* Deal with operational challenges around deliveries and payment and escalate to relevant departments.
* Work with country program team to prepare the annual Procurement Plan to maximize efficiency and coordination in the procurement of goods and services.
* Responsible for the drafting and negotiating of Purchase Orders, Purchase Order Agreements, Consultancy Agreements, Service Agreements, and subcontracts.
* Conduct market research for each type of procurement and maintain a data base of vendors and items commonly needed by the country office.
* Determine the most reasonable and expeditious process for procurement in compliance with SHA policies and procedures and donor regulations.
* Provide clarifications to all vendors when is required and ensuring confidentiality throughout procurement and vendor selection process.
* Facilitate the evaluation process in accordance to SHA procurement policy and procedures and ensure proper documentation of the selection of vendors.
* Verify quality and quantity of products according to the agreement and/or needs of the beneficiary, community, and/or Project ensuring proper documentation of the delivery.
* Process requisitions for procurement, review invoices and payment requests ensuring that all the required forms are appropriately filled before submission to finance.
* Ensure proper documentation, archiving of procurement files and upload to box drive and prepare procurement reports on monthly basis.
* Maintain auditable records for procurement, approved plan, and supporting documents.

**Administration:*** Support the management of project office facilities and maintain office equipment to ensure that a workspace is safe and functional.
* Ensure the project Office is well equipped, has sufficient levels of supplies (consumables, stationery, equipment) etc, is fully functioning and fit for purpose to enable all staff to operate with maximum efficiency.
* Liaise with the project operations (HQ and field) to ensure that shared office support functions run smoothly, and resources are used efficiently and effectively.
* Maintain project office asset management, track and regularly evaluate equipment and plan/recommend up-grade for future needs and the disposal of obsolete items. Take initiatives to adapt economical solutions/services and best practices to save SHA resources.
* Support the annual preparation of the renewal of licenses and permits as appropriate.

**Travel, Logistics & Events Coordination*** Oversee 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
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| **Key Relationships:** | **Internal:**  Programmes, , Operations, Finance & Compliance and Security teams. |
| **Knowledge, Experience and Other Requirements** | **Education and other qualifications:** * University Degree in Social Sciences or equivalent in a relevant field.
* A minimum of 4 years of experience in a Procurement and Administration role in an INGO.
* Knowledge of Procurement software systems.

**Experience:** * Proven ability to provide high level support to management teams.
* Ability to plan and organise a substantial workload that including complex, diverse tasks and responsibilities
* Experience in setting up and maintaining management information systems and office systems.
* Experience in procurement, negotiating service contracts and ensuring value for money.
* Excellent organisational skills and a track record of consistently prioritising delivering on time.
* Good judgement, initiative, and problem-solving ability
* Commitment to SHA’s mission and values

**Skills:*** Holds self-accountable for making decisions, managing resources efficiently, achieving and role modelling SHA values
* Holds the team and partners accountable to deliver on their responsibilities – giving them the freedom to deliver in the best way they see fit, providing the necessary development to improve performance and applying appropriate consequences when results are not achieved.
* Builds and maintains effective relationships with colleagues, external partners and supporters
* Develops and encourages new and innovative solutions
* Honest, encourages openness and transparency; demonstrates highest levels of integrity

**Language Requirements:** Written and oral proficiency in English and relevant local language (Hausa or pidgin English) is a plus.. |

**Application Procedure:**

Fill and send the attached Self Help Africa application form and also send your cover letter and CV in a single document (of not more than **4 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.

In the cover letter, please ensure to explain the following:

1. Why you are applying for the position
2. How do your skills and experiences meet the job’s specification
3. When will you be able to take up the position if successful.

The deadline for this application is **19th April, 2024.** You are advised to apply early, as applications will be treated on rolling basis. Only shortlisted candidates will be contacted.

*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 opportunity employer.**