

**JOB DESCRIPTION**

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| **Job Title:** | **Procurement and Logistics Manager** |
| **Company:** | Self Help Africa Malawi Country Programme |
| **Department:** | Finance and Administration Department |
| **Location:** | Lilongwe |
| **Reports to:** | Head of Finance and Administration  |
| **Salary:** | 7 |
| **Job Purpose:** | The purpose of the Procurement and Logistics manager role is the overall day to day management and coordination of support functions including logistics, procurement and safety and security issues to SHA Malawi in collaboration with programme teams. This is a challenging role in order to ensure the programmes unit gets good, effective and efficient procurement and logistical support for smooth implementation.  |
| **Key Responsibilities:** | **Procurement and Assets/Stock Management** * Facilitate development of procurement plans and advise programme teams on all high value procurements and monitor performance on lower value procurements,
* Support programme teams in preparing and processing all procurement documents for approval by the Country Director,
* Enforce total adherence to SHA’s logistics\finance and administration systems and procedures,
* Facilitate analysis of procurement patterns and quantities and identify the best procurement option including Framework Agreements where necessary to ensure best value for money to SHA programmes,
* Reviewing and processing all the procurement requests through the approval system – ensuring that all procurements requests are correct, and processed on time in collaborations with finance guidelines, (including tender announcement, quotation collection and organization of selection process, purchase and delivery).
* Ensure that all relevant paper trails/stock control systems required for auditing are properly filed and readily accessed in coordination with the HR and Admin Manager for the annual audit,
* Efficient management of stores across the country programme ensuring that inventory records, requests and deliveries are appropriately processed and maintained.
* Maintain an up-to-date asset register for the organisation and ensure efficient management of stores including receiving and issuing goods/consumables and assets to staff.
* Carry out asset and inventory checks and update the fixed asset register (Salesforce and hard copy) on a regular basis.
* Management and supervision of all procurement staff and drivers.

**Fleet and Transport*** Manage fleet (own and hired vehicles and motorcycles) in terms of allocations, timely services, insurance, road worthiness, road taxes, vehicle accessories, cleanliness of vehicles and checking logbook records of vehicles and advising management from time to time on the appropriate actions to be taken,
* Monitor on regular basis and ensure Malawi Country Programme vehicles, communications equipment and drivers meet SHA’s safety and security standards and comply with the terms laid out in national requirements;
* Provide ICT support services to the Malawi Country Programme (country and project offices) including arranging for replacements and routine services and ensuring that all electronic machines have adequate firewall and virus protection,
* Ensure proper maintenance of office buildings, office equipment.

**Security and safety:*** Ensure the Country office and field site have adequate safety and security measures in place.
* Monitor adherence of fire safety and workplace health and safety standards at all times in all SHA Offices,
* Record all safety or security incidents (fires, vehicle accidents, theft, etc.) appropriately and ensure that these are reported by all staff to relevant parties;
* Any other duties as assigned by your Line Manager from time to time.

It is expected that you will: * Carry out these accountabilities within the operating and process frameworks that apply to the whole Self Help Africa organisation.
* Work together with all your key stakeholders: line and functional to ensure organisational objectives, mission and vision are met.
* Exemplify the Self Help Africa Standards of Integrity, Purpose & Values.
* Be in a position to travel when required.
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| **Key Relationships:** | * Country Office Senior Management Team
* Programme and project Staff
* Support Staff of SHA Malawi (Finance and Administration)
* Suppliers and other service providers
* Programme Support Coordinator
* Logistics and Compliance Coordinator
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| **Knowledge and Experience:** | * Must be a logistics specialist with 5+ years experience in Procurement, asset and inventory management, stock management and control fleet management.
* Proven ability to plan, manage and monitor the effective use of organisational resources.
* Experience in fleet management and control.
* Proven ability to conceptualize, innovate, plan and execute ideas and systems.
* Evidence of good analytical and negotiating skills.
* Possess excellent communication skills with excellent English language skills.
* Team player with excellent computer skills and knowledge in database management and Microsoft office a must.
* Flexible to travel and work in remote areas.
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| **Qualifications/Other Requirements:** | **Essential*** University degree in business administration/management/Logistics/Transport or related field.
* At least 5 years’ experience (degree)/ in similar position or related environment,
* Strong computer skills especially with Ms Word and Excel and other related packages

**Desirable** * Experience working in the NGO sector
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| **Role Competencies:** | * Excellent verbal, analytical, organisational and written skills/
* Ability to develop and operationalise systems and procedures in coordination with the Line Manager.
* People management skills
* Proactive and motivated with a strong commitment to Self Help Africa’s vision, mission and values
* Strong computer skills especially with Ms Word and Excel and other related packages
* Attention to detail and the ability to produce timely and accurate reports
* Ability to work as part of team across different cultures
* Ability to work with minimum supervision and take initiative
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This Job Description only serves as a guide for the position available and SHA reserves the right to make necessary changes.

This Job Description has been read and clearly understood.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name and Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Self Help Africa is committed to equal employment opportunities**