

Job Description

POSITION: Procurement Officer
LOCATION: Abidjan, Cote d'Ivoire
SUPERVISOR: Regional Director, Alive and Thrive West Africa Initiative
JOB BAND/GRADE: JJ/9

Project Summary:

Alive & Thrive (A&T) is a global nutrition initiative to save lives, prevent illness, and ensure healthy growth of mothers and children. From 2009–2014, A&T demonstrated that rapid improvements in infant and young child feeding (IYCF) are possible in settings as diverse as Ethiopia, Bangladesh, and Viet Nam. In 2014, A&T began working in Burkina Faso, India, Nigeria, and throughout the Southeast Asia region, expanding its scope to include maternal and adolescent nutrition, and using agriculture and social protection programs as delivery mechanisms for maternal, infant, and young child nutrition (MIYCN). Currently, A&T is leveraging its robust network and knowledge base to strengthen systems and build capacity in these and other countries across Africa and Asia, and disseminate innovations, tools, and lessons worldwide. The Alive & Thrive initiative, managed by FHI 360, is currently funded by the Bill & Melinda Gates Foundation, the Government of Ireland, the Tanoto Foundation, and UNICEF.

In 2018, A&T expanded its focus in Francophone West Africa, seeking to replicate learnings from Burkina Faso's first phase. Known as the ECOWAS (Economic Community of West African States) initiative, A&T is currently focusing its efforts on supporting the scale up of MIYCN in Senegal, Côte d'Ivoire, and Niger, based on a regional model that A&T started implementing in ASEAN in 2014. The objectives of the ECOWAS program include: 1) the adoption of MIYCN-supportive policies through regional platforms in West Africa, 2) improving the implementation of MIYCN interventions in ECOWAS countries, and 3) the strategic use of data to strengthen policies and interventions for MIYCN in ECOWAS countries.

Job Summary / Responsibilities:

The Contracts Officer will take responsibility for developing, organizing, and tracking all procurement and contracting activities for the A&T/West Africa Initiative (A&T ECOWAS), in close collaboration with the Finance and Operations Officer. S/He will also review and administer sub-awards in accordance with organizational policy and donor requirements ensuring close coordination with field office and HQ technical, financial, contract and administration staff.

Major Areas of Responsibility:

- Manage and coordinate all local procurement and contracting, including procurement initiation and contract negotiations with local vendors and consultants, preparation of complete set of documents as stated in the FHI Solutions policy for purchase orders,

consultant work orders, subcontracts, sub-agreements, and other procurement actions, tracking of work progress and deliverables, etc.

- Assume primary responsibility in preparing procurement packages and obtaining required clearances and approvals for all procurements.
- Update and maintain commitment tracker on a monthly basis or more frequently if/as required.
- Provide regular reviews and updates on the status of project's accruals and commitments under existing contracts to A&T Regional Director and HQ. Track regional and county program data separately.
- Work closely with the program, technical, and operations team to ensure timely initiation of procurements. Provide support and guidance to program and technical staff throughout the procurement process.
- Serve as main liaison with the headquarters office on all procurement matters.
- Collaborate with other members of A&T ECOWAS finance and operations team and HQ team to administer procurements, track and process invoices and payments.
- Ensure procurement files are complete and accurate and in full compliance with the policies and procedures.
- Ensure that all contract deliverables are tracked, monitored, delivered, properly filed, and copies are sent to HQ office in a timely manner. Send regular reminders to consultants, vendors and sub-contractors about outstanding/pending deliverables and follow up for submission.
- Work closely with the Regional Director, Finance Officer, and project headquarters staff with regard to budgeting and fiscal monitoring.
- Ensure compliance with FHI Solutions regulations in all contractual and procurement activities.
- Assist Regional Director and program staff as applicable to prepare advance lists of procurement and technical activities (such as a procurement plan) for planning efficient and timely inputs to support work plan activities.
- Keep the Regional Director updated on latest rules and regulations regarding country and regional operations and support him/her to carry out activities accordingly.

Perform other duties as necessary.

Qualifications

- Degree in business management, accounting, finance, or other relevant field in international development
- At least 3-5 years of experience managing procurement activities
- Experience managing procurements across the ECOWAS region preferred
- Computer skills, including Microsoft Word and Excel
- Excellent organizational and written and oral communication skills
- Fluency in written and spoken French and English
- Ability to work with minimum supervision

- Proven ability to pre-plan critical actions, carry out actions in an efficient and timely manner
- Track record of being a team player, ability to deal with multiple tasks, flexibility and getting critical tasks completed on time