

## JOB DESCRIPTION

<b>Job title:</b>	<b>Procurement and Admin Officer</b>	<b>Location:</b>	<b>Abuja</b>
<b>Department:</b>	<b>Operations</b>	<b>Contract type:</b>	<b>Fixed</b>
<b>Role type:</b>	<b>National</b>	<b>Grade:</b>	<b>7</b>
<b>Travel involved:</b>	<b>In-country up to 10%</b>	<b>Child safeguarding level:</b>	<b>NA</b>
<b>Reporting to:</b>	<b>Office Manager</b>	<b>Direct reports:</b>	<b>None</b>
<b>Dotted line manager:</b>	<b>None</b>	<b>Indirect reports:</b>	<b>None</b>

### Organisational background

Established in 2003, Malaria Consortium is one of the world's leading non-profit organisations specialising in the comprehensive prevention, control and treatment of malaria and other communicable diseases among vulnerable and under privileged populations. We increasingly find our work on malaria can be effectively integrated with other similar public health interventions for greater impact and therefore expanded our remit to include child health and neglected tropical disease interventions.

We work in Africa and Asia with communities, governments, academic institutions, and local and international organisations, to ensure effective delivery of services, which are supported by strong evidence.

Our areas of expertise include:

- disease prevention, diagnosis and treatment
- disease control and elimination
- systems strengthening
- research, monitoring and evaluation leading to best practice
- behaviour change communication
- national and international advocacy and policy development

### Country background

Malaria Consortium has been operational in Nigeria since 2008 first as a lead of the large DFID funded Support to National Malaria Programme (SuNMaP) and now as lead or partner on several programmes. In 2012, Malaria Consortium fully established itself in Nigeria with a long-term commitment and opened a country office.

### Job purpose

The Procurement and Admin Officer will be responsible for all based procurement planning and procurement. He/she will also be responsible for providing Abuja based administrative support to Global fund (GF) state projects under Malaria Consortium in Nigeria.

## Scope of work

The Procurement and Admin Officer will support the project procurement plan design and regular updating. He/she will provide the analysis for all Abuja strategic supplier agreements related to and will monitor them, and will coordinate all procurement related in Abuja in accordance with the Malaria Consortium Procurement Policy. He/she will also manage all assets in the Abuja office and provide support to the management of assets in all state offices.

## Key working relationships

The Procurement and Admin Officer will report to the Abuja Office Manager, and will work closely with all Abuja based GF staff to provide them procurement and administrative support. They will also work with state staff for all state procurement and administration conducted or supported in Abuja.

## Key accountabilities

### 1. Procurement planning (15%)

- Support the project manager and Country Office Manager with the design of procurement plans for the GF project to allow all procurements to be delivered on-time at value for money following compliant processes
- Work with the Senior project manager and Country Office Manager to review all project procurement plans on a regular basis (at least quarterly) to ensure that all procurement is being planned to allow for on-time delivery at value for money following compliant processes

### 2. Supplier agreements (15%)

- Support the Abuja Office Manager with defining the Nigeria Country Procurement Plan
- Provide support in the analysis for all Abuja based Framework Agreements and creation of Preferred Suppliers based on the Country Procurement Plan, following the processes defined in the Malaria Consortium Procurement Policy, including for fuel, security, IT support, generator maintenance, vehicle maintenance, stationery, hotels, taxi firms, rental vehicles, event locations for conferences/workshops/seminars, printing material, etc.
- Track all Global Fund procurements against all supplier agreements and provide quarterly reports to the Abuja Office Manager on total expenditure to date per agreement, supplier performance and issues and recommendations for the coming year

### 3. Procurement (55%)

- Coordinate all Abuja based procurement in accordance with the Malaria Consortium Procurement Policy, ensuring that all documentation is completed, correctly approved and filed appropriately for future reference
- Maintain a record of the status of all procurements, which will be shared weekly with all relevant staff so that they can properly plan and implement all activities
- Collate documentation for all procurements for the Country Procurement Review Committee (PRC)
- In line with the project budget and working closely with the Country Office Manager, ensure value for money of all procurements for activities carried out in Abuja and all offices at state level

### 4. Admin, Asset and Stock Management (15%)

- Support the Abuja Senior Admin Officer in managing all Abuja based assets to ensure that they are registered, tracked, maintained and disposed of according to the Malaria Consortium Asset Management Policy
- Maintaining the Property Inventory Register for all office equipment (as per the Malaria Consortium Fixed Asset Policy) in Abuja
- Support the Abuja Senior Admin Officer in managing any stock procured by, as defined by, and in accordance with the Malaria Consortium Inventory Management Policy
- Carry out delegated administration tasks as required by the Abuja Office Manager.

## Person specification

### Qualifications and experience:

#### *Essential*

- Degree or similar qualification in procurement and administration or related field
- At least 3 years' experience working in an operations related role specifically in procurement
- Proven writing skills in English
- Ability to work effectively and sensitively with staff in other locations
- A collaborative and flexible style, with a strong service mentality
- Facilitation and coordination skills
- Sector awareness related to procurement

#### *Desirable*

- Attentive to detail
- Highly organised
- Flexible and self- motivated
- Excellent written and oral communication skills
- First aid competence
- He/she must clearly display the ability to effectively prioritise and perform to tight deadlines

### Work-based skills and competencies:

#### *Essential*

- Excellent interpersonal and communication skills
- Excellent computer skills with proficiency in Microsoft Word, Excel and PowerPoint
- Analytical skills
- Ability to troubleshoot basic ICT issues

#### *Desirable*

- Good coordination skills
- Excellent analytical skills

<b>Core competencies:</b>
<b>Delivering results</b>
<b>LEVEL B - Takes on pieces of work when required and demonstrates excellent project management skills</b> <ul style="list-style-type: none"> <li>✓ Shows a flexible approach to taking on additional work/ responsibilities when needed to achieve results</li> <li>✓ Demonstrates excellent project management skills to agreed timescales (timelines, targets, donor requirements)</li> <li>✓ Makes clear and timely decisions within remit of own role</li> </ul>
<b>Analysis and use of information</b>
<b>LEVEL B - Uses evidence to support work</b> <ul style="list-style-type: none"> <li>✓ Identifies and uses various sources of evidence and feedback to support outputs</li> <li>✓ Uses evidence to evaluate policies, projects and programmes</li> <li>✓ Identifies links between events and information identifying trends, issues and risks</li> <li>✓ Ensures systems are in place to address organisation needs</li> </ul>
<b>Interpersonal and communications</b>
<b>LEVEL B - Adapts communications effectively</b> <ul style="list-style-type: none"> <li>✓ Tailors communication (content, style and medium) to diverse audiences</li> <li>✓ Communicates equally effectively at all organisational levels</li> <li>✓ Understands others' underlying needs, concerns and motivations and communicates effectively in sensitive situations</li> <li>✓ Resolves intra-team and inter-team conflicts effectively</li> </ul>
<b>Collaboration and partnering</b>
<b>LEVEL B - Collaborates effectively across teams</b> <ul style="list-style-type: none"> <li>✓ Proactive in providing and seeking support from expert colleagues</li> <li>✓ Raises difficult issues with teams/ partners and stakeholders with a view to positive resolution</li> <li>✓ Proactive in building a rapport with a diverse range of people</li> </ul>
<b>Leading and motivating people</b>
<b>LEVEL B - Manages own development and seeks opportunities</b> <ul style="list-style-type: none"> <li>✓ Actively manages own development and performance positively</li> <li>✓ Learns lessons from successes and failures</li> <li>✓ Seeks and explores opportunities within Malaria Consortium which develop skills and expertise</li> </ul>
<b>Flexibility/ adaptability</b>
<b>LEVEL B - Clarifies priorities and ensures learning from experience</b> <ul style="list-style-type: none"> <li>✓ Clarifies priorities when leading change</li> <li>✓ Sees and shows others the benefits of strategic change</li> <li>✓ Helps colleague's/team members to practice stress management through prioritization of workloads and modelling of appropriate self-management and care</li> <li>✓ Makes time to learn from experience and feedback, and apply the lessons to a new situation</li> </ul>
<b>Living the values</b>
<b>LEVEL C - Supports others to live Malaria Consortium's values</b> <ul style="list-style-type: none"> <li>✓ Demonstrates personal integrity by using role position responsibly and fairly</li> <li>✓ Cultivates an open culture within the wider team, promoting accountability, responsibility and respect for individual differences</li> </ul>
<b>Strategic planning and thinking and sector awareness</b>
<b>LEVEL B - Is aware of others' activities and vice versa in planning activities</b> <ul style="list-style-type: none"> <li>✓ Takes account of team members and others workload when planning</li> <li>✓ Maintains awareness of impact on other parts of the organisation, keeping abreast of other's activities, objectives, commitments and needs</li> <li>✓ Has a good understanding of the sector in which Malaria Consortium works</li> </ul>