

JOB OPPORTUNITIES

APP Executive Secretariat has received this advert for **PROCUREMENT SPECIALIST** and **PROCUREMENT DIRECTOR** Positions and would like to communicate these opportunities to its **MEMBERS** and **PROCUREMENT PROFESSIONALS** who are meeting the requirements to submit their CVs for selection.

Job Description for Procurement Specialist

Overview of the Role

Job Purpose Statement

The procurement Specialist shall work closely with the Procurement Director and contribute to the efficient management the institution. Under the leadership of the Procurement Director, the procurement Specialist has a primary responsibility of ensuring timely procurements of quality goods and services at reasonable prices to support program implementation in the institution. The position requires good judgment and professionalism in handling procurement of goods and services in order to protect the interests of the institution and ensure compliance to government public laws.

Reports To:	Procurement Director	Location:	Kigali
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Key Responsibilities

1. Procurement Planning and reporting	Level of Effort: 25%
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Support the procurement Director in comprehensive resource & procurement planning	<ol style="list-style-type: none">1. Consolidated procurement plans for the institution and monitor its implementation.2. Liaise with relevant units for the implementation of consolidated procurement (requisition raising by respective units).3. Maintain a system to track Purchase Orders and report Procurement Director on the status of procurement request.4. Prepare and submit monthly procurement report to the procurement Director and provide weekly procurement status reports.5. Under the leadership of the Procurement Specialist, consolidate procurement plans for individual projects and other teams (HR, Finance) into quarterly.
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2. Procurement management	Level of Effort: 85%
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<p>Procure quality goods and services at the best value to ensure the achievement of programme goals</p>	<ol style="list-style-type: none"> 1. Review purchase requisitions, ensuring that such requests are signed as approved, provided for in respective budgets/procurement plans and are correct following up for clarification if required. 2. Expeditiously act on all received requisitions through obtaining quotations, bids or proposals from vendors, negotiating on such selections, analyzing cost benefits and supporting budget holder to make appropriate purchasing decisions.
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	<ol style="list-style-type: none"> 3. Prepare purchase orders and follow up with suppliers and finance to ensure timely payment to suppliers. 4. Consolidate all documentation with respect to each procurement, correctly and timely file all documentation in the procurement department in a systematic way for ease of reference. 5. Prepare bidding documents. 6. Publish and distribute tender notice. 7. Receive and keep bids safely. 8. Request competent authorities to approve recommendations for the award of tender. 9. Prepare notification of tender award to a successful bidder. 10. Monitor contract execution in collaboration with the beneficiary department. 11. Serve as Secretary to the Internal Tender Committee. 12. Provide information and documents to Rwanda Public Procurement Authority. 13. Any other responsibilities provided by regulations on public procurement. 14. Liaise with the Procurement Director for guidance on PO approval and all procurement compliance matters. 15. Prepare the annual procurement plan in consultation with various units to project the institution's purchasing needs. 16. Assist in procurement of activities, including advertising, pre-qualification of consultants, preparation of long/short lists, issuance of RFP, conducting pre-bid meeting, bid receipts, and opening, proposal evaluation, negotiation and signing of contracts.
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Educational Qualifications

1. Bachelor's Degree in Procurement, Economics, finance or related field.
2. At least (3) years of experience in a similar procurement role with a reputable organization.
3. Good communication skills both oral and written in English and French.
4. Detailed knowledge and experience with the related laws of Rwanda.
5. Ability to work in a diverse team.
6. Good planning, time management and prioritization skills
7. Knowledge of local market conditions and situations.
8. Knowledge of the NGO operations and thematic involvements.
9. Have a professional certification such as: Charter Institute of Procurement and Supply (CIPS), Certified International Procurement Professional (CIPP), Certified International Advanced Procurement Professional (CIAPP) or any other recognized procurement professional certification; will be value added.

Required competencies and Key technical skills

1. Understanding of public procurement laws and procedures.
2. Experience of working with E-government, procurement system or other procurement software.
3. Knowledge of procurement techniques as well as in market practices;
4. Resource management skills;
5. Analytical skills;

6. Problem solving skills;
7. Decision making skills;
8. Time management skills;
9. Risk management skills;
10. Results oriented;
11. Digital literacy skills;
12. Fluency in Kinyarwanda, English or French. Knowledge of all is an advantage.

Personality and Quality

1. Personal with high integrity.
2. Hard work,
3. Quick Decisions,
4. Sympathetic Attitude,
5. Patience.

How to apply

Qualifying and Interested Candidates should submit their CV to secretariat@appr.rw by 05.00 PM on July 15, 2024. Kindly ensure that you utilize/ quote the “**job title**” as the subject of your email when submitting your application for the Position.

If any additional clarification or challenge in applying process, feel free to contact us on below addresses.

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Job Description for Procurement Director

Overview of the Role

Job Purpose Statement

The Procurement Director shall work closely with the Chief Finance and Administration Officer and contribute to the efficient management the institution. Under the leadership of the CFAO, the procurement Director has a primary responsibility of ensuring timely procurements of quality goods and services at reasonable prices to support program implementation in the institution.

The position requires good judgment and professionalism in handling procurement of goods and services in order to protect the interests of the institution and ensure compliance to government public laws.

Reports To:	Chief Finance and Administration Officer	Location:	Kigali
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Key Responsibilities

1. Procurement Planning and reporting	Level of Effort: 25%
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Support the procurement Director in comprehensive resource & procurement planning	<ol style="list-style-type: none">1. Ensure that monthly and quarterly procurement plans are developed, submitted and within budget limits and compliant with Public Procurement Laws and Procedures.2. Consolidated procurement plans for the institution and monitor its implementation.3. Liaise with relevant units for the implementation of consolidated procurement (requisition raising by respective units)4. Oversee managing a procurement tracking system including the preparation of weekly tracking reports.5. Prepare monthly status reports on procurement, contractor database and payments.
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2. Procurement management	Level of Effort: 85%
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Procure quality goods and services at the best value to	<ol style="list-style-type: none">1. Design and manage all contracts for goods and services in collaboration with the Chief Finance and Administration Officer and legal advisor.2. Contribute to negotiations with new suppliers on terms and conditions of orders, with guidance from the CFAO, to ensure that the institution obtains the best terms and lowest costs.
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<p>ensure the achievement of programme goals</p>	<ol style="list-style-type: none"> 1. Preparation of annual procurement plan and its implementation. 2. Reviewing purchase order before approvals. 3. Negotiate with suppliers and vendors to secure advantageous terms. 4. Monitoring compliance with procedures in matter related to Procurement. 5. Responding to periodical Internal auditors' requirements and implementing their recommendations. 6. Reviewing and updating Policies, processes & procedures. 7. Collaborate with departments to ensure clarity of the specifications and expectations of the institution in tenders. 8. Review tender documents. 9. In collaboration of user departments, manage contracts with suppliers. 10. Prepare the annual procurement plan in consultation with various units to project the institution's purchasing needs. 11. Manage all tender processes to ensure effectiveness, transparency, accountability and the purchase of goods and services at the best market prices possible. 12. Perform any other appropriate duties as assigned by the Supervisor.
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Educational Qualifications

1. Bachelor's Degree in Procurement, Economics, finance or related field.
2. At least (5) years of experience in a similar procurement role with a reputable organization.
3. Good communication skills both oral and written in English and French.
4. Detailed knowledge and experience with the related laws of Rwanda.
5. Ability to work in a diverse team.
6. Good planning, time management and prioritization skills
7. Knowledge of local market conditions and situations.
8. Knowledge of the NGO operations and thematic involvements.
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