



SOUTHERN AFRICA TRADE AND INVESTMENT HUB

SCOPE OF WORK

SENIOR PROCUREMENT MANAGER

BACKGROUND:

The USAID Southern Africa Trade and Investment Hub (SATIH) project, a four-year trade facilitation project for Southern Africa, is expected to increase global competitiveness and intra-regional trade and improve food security in Southern Africa. Anticipated project activities include efforts to support national and regional bodies to facilitate intra-regional trade of agricultural commodities and economic integration, facilitate improved private sector export competitiveness in key value chains, and expand trade including increased utilization of the African Growth and Opportunity Act (AGOA).

OBJECTIVES AND DUTIES:

The Senior Procurement Manager is responsible for managing fast-paced procurement processes, supporting international development activities in the SADC region as well as globally. The Senior Procurement Manager plays a pivotal role in ensuring integrity, fairness, and openness in procurement processes as well as adherence to policies, procedures, and controls. The main responsibility for this position is to conduct procurement of goods and services. The position requires substantial work experience in the field of procurement and contracting across a variety of industry sectors, contract management, dispute resolution, managing interpersonal relationships and communication, and investigating/following up on vendor issues. The position requires knowledge of the Federal Acquisition Regulations (FAR), USAID Acquisition Regulations (AIDAR), Code of Federal Regulations (CFR) and Office of Management and Budget (OMB) Circulars. The Senior Procurement Manager will be responsible for gathering complete procurement related backup documentation and auditing prior to submission to Finance Team. He/She will develop and release solicitations, and conduct price/cost/reasonability analyses. The position will require close coordination with partners, recipients and /or beneficiaries to accomplish programme objectives.

Specific Responsibilities:

- Prepare Requests for Proposals (RFP) /Request for Quotations (RFQ) independently without supervision and manage the RFP/RFQ process, contract preparation and execution of contracts.
- Review bids for completeness, accuracy and responsiveness
- Prepare Purchase Orders/Subcontracts and Modifications and ensure proper documentation is collected throughout the procurement process.
- Prepare complete backup documentation for procurement purchases & submit to project's Finance Team
- Conduct daily reviews of procurement related backup documentation to ensure completeness, accuracy, and compliance
- Confer with vendors and suppliers (local, regional and international sources) to obtain product or service information such as price, availability and delivery schedule. Also, obtain estimate value of goods and services through multiple quotations from reliable and competitive suppliers. Conduct price/cost/reasonability analyses.
- Verify detailed tender specifications and performance standards with the program and the operations teams to facilitate procurement of equipment, goods and services in strict compliance with the approved policy.
- Perform regular spot audits of procurement files using audit tools.
- Ensure that appropriate measures are in place to prevent and/or detect incidence of fraud, collusion, or corruption in procurement practices.

- Draft Source Selection Memos/Request to Subcontract Memos Ensure integrity, compliance, fairness, accuracy, and openness in procurement processes
- Organize procurement selection meetings to consider tender applications against approved technical specifications and with due regard to market price, cost, quality and speed of delivery as well as economy of operations.
- Explore, and implement innovative ways of streamline SATIH grantee procurement needs for in-kind grants operations.
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- Ensure adequate competition is achieved, as per DAI policies and procedures.
- Ensure DAI/USAID and FAR/AIDAR/CFR/OMB policies, and procedures are followed and enforced
- Help other project staff become more familiar, and understand, the DAI policies and procedures as related to procurement
- Enforce use of DAI's operations & procurement system (TAMIS)
- Maintain electronic procurement records & files in various DAI's system platforms
- Solicit bids and quotes from vendors in adherence with policies & approved requisitions and quarterly procurement plans
- Monitor, track and expedite all project procurement activities and delivery status of goods/services
- Gather current pricing information independently
- Determine source selection methods for complex procurement to ensure compliance
- Prepare cost evaluation data, and source selection documentation
- Ensure procurements are approved by the required DAI authorities, and/or client approvals are received, before awards are made
- Through market research efforts, identify and qualify potential suppliers (and products/services). Ensure that beneficial, ethical and open supplier relationships are created and maintained according to procurement policies

QUALIFICATIONS:

- Bachelor's degree in Business Administration or related field.
- 6+ years of relevant experience and progressive responsibility in procurement at the mid-level of an organization.
- Experience leading and managing the procurement & acquisition aspects of USAID funded projects, including a demonstrated understanding of applicable procurement-related USG & Federal Acquisition Regulation (FAR) regulations. Experience with procurement for USAID-funded programs is required.
- Demonstrated experience in vendor/subcontractor negotiations.
- Detail-oriented.
- Ability to prioritize multiple requests
- Customer-service oriented
- Proficiency in Microsoft excel, including the use of formulas
- Proficiency using Microsoft office suite, and other relevant software.
- Ability to manage and prioritize multiple concurrent bids.
- Fluency in English is required.

SUPERVISORY RESPONSIBILITIES:

- The Senior Procurement Manager will have no supervisory responsibilities.

BASE OF OPERATIONS:

- Pretoria, South Africa

REPORTING:

- The Senior Procurement Manager will report to the Director of Finance and Operations.

Interested candidates should submit their curriculum vitae to SATIH-Recruitment@dai.com before **June 16, 2017**.
Only short-listed candidates will be contacted.