



The African School of Governance (ASG) is a leading public policy and leadership education institution dedicated to empowering a new generation of purpose-driven African leaders. With a foundation rooted in African perspectives and global standards, ASG is committed to cultivating leaders who can address the complex challenges of the 21st century, both on the continent and worldwide.

At the African School of Governance, we are shaping a new era of leadership in Africa through a world-class public policy education, innovative research, and dynamic policy engagement focused on Africa's unique experiences. We aim to address the continent's pressing governance challenges by equipping emerging leaders with the mindsets, skills, and knowledge required for effective leadership.

ASG's vision is to nurture a prosperous and peaceful Africa where purpose-driven leaders have the mindsets, knowledge, and skills to drive sustainable development for all. The mission is to nurture leaders to drive Africa's sustainable development by providing innovative public policy education, cutting-edge research, and a platform for policy engagement that fosters transformative governance tailored to the continent's unique values and opportunities.

ASG seeks to address this gap in African public policy education and research while joining a network of other world-class institutions across the region and globe.

JOB DESCRIPTION

JOB DETAILS

JOB TITLE: Procurement Officer

REPORTS TO: Finance Manager

JOB REF: ASG/HR031

DEPARTMENT: Finance

Job / Role Purpose:

The role holder is responsible for managing the procurement activities of the school, ensuring the timely and cost-effective acquisition of goods and services necessary for the school's operations. This role includes managing vendor relationships, ensuring compliance with procurement policies, and optimizing the procurement process to meet the school's needs.

Key duties and responsibilities

Procurement Planning & Strategy:

- Develop and implement procurement strategies and plans aligned with the school's operational requirements and budget.
- Collaborate with different departments (administration, academics, facilities, etc.) to understand procurement needs and prioritize them.
- Forecast future procurement needs based on academic calendars, events, and operational plans.

Vendor Management:

- Identify, evaluate, and negotiate with vendors and suppliers for the purchase of goods, services, and equipment.
- Establish and maintain positive, professional relationships with vendors to ensure the best possible terms and pricing.
- Monitor vendor performance, ensuring timely deliveries, quality standards, and compliance with contract terms.

Budget Management:

- Prepare procurement budgets and ensure adherence to financial guidelines, minimizing cost overruns while meeting procurement needs.
- Assist in monitoring and tracking procurement spending and identify cost-saving opportunities.

Contract Management:

- Manage and report on procurement contracts, ensuring all legal and compliance requirements are met.
- Review and negotiate contract terms and conditions to protect the interests of the school.
- Ensure timely renewal or termination of contracts as necessary.

Compliance & Risk Management:

- Ensure all procurement activities comply with the school's procurement policies and relevant regulations.
- Maintain an up-to-date knowledge of procurement laws, regulations, and best practices.
- Conduct regular audits of procurement processes to ensure transparency, integrity, and value for money.

Procurement Operations & Process Improvement:

- Streamline and standardize procurement processes to ensure efficiency and reduce delays.
- Develop and implement strategies for continuous improvement of procurement operations.
- Handle procurement queries and resolve any issues related to the purchasing process.
- Manage and provide technical support in implementation of procurement activities under ERP system which includes purchase requisition, supplier management, purchase order creation, inventory stock management, goods receipts.

Reporting & Documentation:

- Maintain accurate records of all procurement activities, including contracts, purchase orders, and invoices.
- Prepare and submit regular procurement reports for management and budget monitoring.
- Provide data-driven insights and recommendations for improving the school's procurement practices.

Team Leadership & Training:

- Supervise junior procurement staff, providing guidance, mentorship, and training to ensure efficient procurement operations.
- Foster a collaborative and results-driven environment within the procurement team.

Sustainability & Ethical Procurement:

- Promote sustainable procurement practices, considering environmental and social impact.
- Ensure that the school's procurement activities adhere to ethical guidelines, including fairness, transparency, and social responsibility.

Process Improvement:

- Identify and implement improvements in accounting processes and systems to enhance efficiency and accuracy.

Expected Outputs/ Deliverables

- Annual procurement plan and budget
- Report on procurement contracts
- Update procurement policy and procedures manual
- Supplier prequalification list
- Supplier contracts
- Tender documents
- Evaluation reports for bids
- Compliance with ASG's internal controls

PERSON SPECIFICATION**Educational Requirements**

- Bachelor's degree in business administration, Supply Chain Management, Procurement, Finance, or a related field.
- A master's degree or professional certification (e.g., CIPS) is preferred..

Related Job Experience

- 5 - 7 years of experience in procurement, with a at least 2 years in a supervisory role.
- Experience in managing procurement for educational institutions or similar organizations is highly desirable.
- Strong understanding of procurement best practices, vendor management, and contract negotiation.
- Experience using of ERP-procurement system is a plus.

Required Technical Knowledge/Skills

- Knowledge of procurement principles, and methods
- Trends in procurement and logistics handling
- Contract negotiation and monitoring
- Proficient in procurement software/ ERP-procurement system.
- Contract management and oversight.

Required Behavioural Skills

- Excellent negotiation, communication, and interpersonal skills.
- Strong analytical and problem-solving abilities.

- Proficient in Microsoft Office Suite.
- Ability to work under pressure and meet deadlines.
- Strong leadership and team management skills.
- Attention to detail, with a focus on accuracy and compliance.
- High level of integrity and ethical standards.
- Transparency and accountability.
- Integrity and self-drive.
- Analytical thinking and problem solving.

Contact/application information:

If you are interested in exploring this opportunity further and your qualifications and experience match the requirements for any of the roles, please complete and submit your application via the following link: [asg job application form](#). All applications must be submitted via the online application form at this link.