



JOB DESCRIPTION

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| Job Title | Procurement Officer |
| Reports to | Human Resource & Administration Manager |
| Salary Grade | 8 |
| Contract Duration | One year (with the possibility of extension based on performance and funding availability) |
| Location | Nairobi Secretariat |

Tax Justice Network Africa

Tax Justice Network Africa (TJNA) is a pan-African organization and member of the Global Alliance for Tax Justice (GATJ). We advocate for pro-poor taxation systems and the strengthening of tax regimes to promote domestic resource mobilization. TJNA aims to challenge harmful tax policies and practices that favor the wealthy and those that aggravate and perpetuate inequality. Our policy influencing enables citizens and institutions to seek fair tax systems.

About the role

The Procurement Officer plays a pivotal role in ensuring the effective delivery of procurement services within TJNA. Operating within a collaborative and client-focused framework, the Procurement Officer is responsible for overseeing all procurement activities with a keen focus on quality, efficiency, and achieving results. This role requires a proactive and detail-oriented individual who can lead a team while navigating the complexities of procurement processes while adhering to organizational policies and standards.

1. Procurement Strategy Development:

- Lead the collaborative effort with relevant stakeholders, inspiring a shared vision and alignment with organizational goals.
- Encourage innovative thinking and empower team members to contribute ideas for procurement strategy enhancement.
- Champion the integration of sustainability, ethical sourcing practices, and social responsibility initiatives into procurement strategies, demonstrating a commitment to broader organizational values.



2. Oversee Sourcing and Supplier Management:

- Inspire the procurement team to establish and nurture strategic supplier relationships based on mutual respect and shared goals.
- Provide guidance on negotiation strategies, empowering team members to negotiate effectively while fostering win-win outcomes.
- Encourage proactive problem-solving and collaboration with suppliers to drive continuous improvement and innovation in the supply chain.

3. Procurement Process Oversight:

- Promote a culture of accountability and compliance by setting clear expectations for adherence to procurement processes and regulations.
- Foster a learning environment where team members are encouraged to learn from mistakes, share lessons learned, and continuously improve procurement practices.
- Lead by example in ensuring transparency and integrity throughout the procurement process, reinforcing the importance of ethical conduct and adherence to policies and regulations.

4. Compliance and Risk Management:

- Instill a culture of risk awareness and proactive risk management within the procurement team, emphasizing the importance of identifying and mitigating risks early.
- Lead by example in demonstrating ethical behavior and adherence to procurement policies and regulations, inspiring trust and confidence among team members and stakeholders.
- Encourage open communication and collaboration with internal audit and compliance teams to ensure effective oversight and governance of procurement activities.

5. Budget and Cost Control:

- Lead strategic discussions on budget allocation and resource optimization, encouraging creativity and innovation in identifying cost-saving opportunities.
- Empower team members to take ownership of budget management and cost control initiatives, providing them with the necessary tools and support to succeed.
- Recognize and celebrate achievements in cost savings and efficiency improvements, reinforcing the importance of financial stewardship and responsible resource management.

6. Documentation and Reporting:

- Set high standards for data integrity and accuracy in procurement documentation and reporting, emphasizing the importance of reliable information for decision-making.
- Foster a culture of continuous improvement in reporting processes and analytics, encouraging team members to explore new tools and techniques for data analysis and visualization.
- Lead by example in using procurement data to drive insights and inform strategic decision-making, demonstrating the value of data-driven leadership in achieving organizational goals.

7. Capacity Building and Training:

- Invest in the professional development of procurement team members through targeted training and mentoring programs, fostering a culture of continuous learning and growth.
- Lead by example in demonstrating a commitment to personal and professional development, inspiring team members to pursue their own learning goals and aspirations.
- Provide opportunities for team members to take on leadership roles and responsibilities, empowering them to contribute to the success of the procurement function and the organization.

- 8 Continuous Improvement:** Identify areas for process improvement and efficiency gains within the procurement function. Implement innovative solutions to enhance effectiveness and streamline operations.



Required Competencies & Experience

- Minimum of five years of work experience in a civil society or NGO setting.
- Bachelor's degree in business administration, Supply Chain Management, or a related field. Advanced degree or professional certification (e.g., CIPS) is preferred.
- Proven experience in procurement, preferably within the NGO sector or a similar context with understanding of donor regulations and compliance requirements.
- Strong knowledge of procurement principles, practices, and tools, including sourcing strategies, contract management, and supplier relationship management.
- Excellent analytical skills with the ability to interpret data, identify trends, and make data-driven decisions.
- Effective communication and interpersonal skills, with the ability to liaise with diverse stakeholders and build productive relationships.
- Demonstrated ability to work independently, prioritize tasks, and meet deadlines in a fast-paced environment.
- Proficiency in procurement software and Microsoft Office applications.
- Ability to work independently and as part of a team.

Other experience and Knowledge

- Client Focus
- Collaboration and Teamwork
- Quality Orientation
- Results Orientation
- Integrity and Ethics
- Problem Solving and Decision Making
- Adaptability and Flexibility

How to Apply:

Does the role profile match your description?

Qualified and interested candidates are requested to submit their application through this link:

[Procurement Officer Application](#)

Your application should include salary expectations. Applications with no salary expectations will not be considered.

The closing date for applications is **Wednesday, 20th March 2024**. Only shortlisted candidates will be contacted.



TJNA is committed to creating a diverse environment and is proud to provide equal employment opportunities to all qualified applicants. All employment decisions are based on our organisation's needs without regard to race, ethnicity, religion, gender, gender identity or expression, sexual orientation, national origin, disability, or age. TJNA complies with all applicable laws governing non-discrimination in employment. All qualified candidates are encouraged to apply.