

Mozambique Jobs Expertini®

Procurement Senior Coordinator

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Company: TechnoServe

Location: Chimoio

Category: other-general

Program Description:

The Embassy of the Netherlands, Maputo (EKN) through its Strengthening Food Systems and FNS in Beira Corridor program has given funding to Technoserve Mozambique for a regional food and nutrition security program for the period of 2023-2027. Agriculture is a critical pillar of the Mozambican economy, employing over 80% of the rural population and contributing to 25% of the national GDP. Small and medium farms account for 95% of agricultural production. Nonetheless, productivity is low for the majority of food crops. The project will complement other investments and coordinate with other programs in this sector to address productivity barriers in the Beira Corridor to improve FNS by increasing productivity, incomes, and jobs.

Specifically, the program seeks:

Increased sustainable productivity and income for small-scale food producers

Increased mobilization of capital for a competitive local agricultural industry

Increased capacity of key stakeholder institutions

Improved policy and legal/regulatory enabling environment

Inclusive and sustainable net job creation

Improved climate resilience

Improvement of Household Food and Nutrition Security

Job Summary:

The Senior Procurement Coordinator will be responsible for the acquisition of goods and services, following best procurement practices. He/She will also develop procedures and guidelines in alignment with TechnoServe's policies and protocols.

Primary Functions & Responsibilities:

Procure and acquire goods, works, and services in accordance with good procurement practices and establishes procedures and guidelines in accordance with TechnoServe policies and procedures

Collaborating with user projects and staff to prepare a consolidated procurement plan to ensure the timely supply of goods and services

Preparing solicitation documents, raising Purchase Orders, and inquiries for goods, works and services in connection with user projects and carrying out the appropriate bidding process.

This includes negotiating prices, delivery and after-sales services with vendors;

Preparing tender evaluation reports, contracts and other related procurement documentation

Maintaining supplier/vendor contracts and contact lists from the approved shortlist, ensuring that they meet the minimum requirements to be on the supplier list. This also involves carrying out site visits to monitor and evaluate the supplier/vendor

Maintaining sound procurement records/documentation and preparing procurement status reports, including expediting orders to ensure timely delivery and payment processing.

Assisting in the clearance of consignments from customs or any other government agency in collaboration with the appropriate personnel in Mozambique and the regional office;

Ensure that all office equipment is captured in the inventory as soon as it has been delivered to TechnoServe Mozambique or the Program.

Conduct the annual inventory of accounts with the Finance Department.

Ensure that materials and services supplied meet established standards, research the markets for the latest trends in pricing, availability, delivery and quality, and ensure that applicable policies, practices and procedures are understood and adhered to by suppliers.

Monitor and report on supplier performance, noting current and/or potential issues and/or inefficiencies and assisting with contract/purchase order modifications

Basic Qualifications:

Bachelor's Degree in Procurement Management or related field + 2 years experience OR 4 years' experience

Knowledge of best practices in procurement and administration

Knowledge of Sofala's local languages(Shona,Matewe), an added advantage

Being a resident of Chimoio is an added advantage

Ability to manage multiple tasks simultaneously

Good knowledge of Excel, Access and PowerPoint required

Good management skills

Excellent verbal, analytical, organizational and writing skills

Knowledge of key donor compliance requirements (EKN) an advantage

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