| **Role title: Procurement Manager** | **Department: Procurement** |
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| **Job Grade: 5**<br>**Proficiency:** Functional Expertise | **Reports to: Head of Finance and procurement** |

**Role purpose:**

To manage the end-to-end procurement process – including sourcing, tendering, contracting, and supplier performance management – ensuring value for money, full compliance with procurement policies and regulatory requirements, and the timely availability of quality goods, works, and services required by the Academy.

**Accountabilities**

***Strategy and Planning***

- Develop and implement the annual procurement and disposal plan in liaison with the Head of Finance and user departments.
- Conduct market research and spend analysis to identify strategic sourcing opportunities, cost savings, and supply market risks.
- Establish procurement KPIs (e.g., cost savings, lead times, supplier performance) and report progress to the Head of Finance quarterly.

***Sourcing, Tendering, and Contracting***

- Lead the end-to-end tendering process: prepare tender documents, constitute technical committees, manage bid openings, evaluate proposals, and recommend awards.
- Act as Secretary to the Tender Board, ensuring all procurement above delegated thresholds follows public procurement principles (transparency, fairness, competition).
- Negotiate competitive pricing, payment terms, and contractual conditions with suppliers, especially for high-value or strategic items.
- Draft, review, and manage contracts, including framework agreements and service level agreements (SLAs).

***Supplier Management and Performance***

- Establish a supplier pre-qualification system, maintaining an up-to-date register of approved vendors.
- Develop and roll out supplier performance management plans with clear KPIs (delivery, quality, responsiveness).
- Conduct quarterly supplier performance reviews and take corrective action (e.g., removal, improvement plans) for underperforming suppliers.

***Policy, Compliance, and Controls***

- Develop, update, and enforce procurement policies, procedures, and manual in line with ISO 9001 and regulatory requirements.

***Stakeholder and Query Resolution***

- Collaborate with user departments (Academics, Operations, Finance, Stores) to define specifications, budgets, and delivery timelines.
- Resolve escalated vendor and user department queries that the Procurement Officer cannot resolve (e.g., contractual disputes, major delivery failures).
- Represent procurement in management meetings, audit committees, and external engagements.

***Cost Management and Savings***

- Drive measurable cost savings through strategic sourcing, volume consolidation, renegotiation, and value engineering.
- Track and report savings on a monthly basis, expressed as a percentage of addressable spend.

***Reporting and Analytics***

- Generate and present procurement reports to the Head of Finance: spend analysis, savings, supplier performance, compliance, and turnaround times.
- Provide market intelligence and risk assessments for key categories (e.g., ICT, maintenance, learning materials).
- Perform any other duty assigned by the Head of Finance from time to time.

**Key performance indicators:**

- Annual cost savings achieved (target: e.g., 5–10% of addressable spend)
- Zero stock-outs caused by late procurement processing
- 100% of active suppliers fully pre-qualified and documented
- All procurement policies reviewed and updated at least once per year

**Core competencies**

- **Strategic Sourcing:** Expertise in category management, tendering, and supplier negotiation.
- **Financial Acumen:**

- Implement internal controls to prevent fraud, collusion, and non-compliance (e.g., segregation of duties, approval matrix).
- Ensure all procurement transactions are auditable and compliant with the Academy's financial regulations and procurement laws.
- Liaise with internal and external audit teams; resolve audit findings related to procurement within agreed deadlines.

***ERP and Systems Oversight***

- Oversee the procurement module in Sage X3 (or equivalent ERP), ensuring master data accuracy (suppliers, items, pricing).
- Continuously review ERP workflows to automate processes, reduce turnaround times, and improve reporting.
- Validate supplier creation and changes initiated by Procurement Officer or Assistant.
- Review the PO process on sage before submission for approval.

***Team Management and Mentorship***

- Supervise, mentor, and develop the Procurement Officer and Procurement Assistant.
- Set performance targets, conduct regular one-on-one reviews, and identify training needs (e.g., CIPS, ERP, negotiation).
- Delegate operational tasks (e.g., raising LPOs, quote collection) while retaining oversight and approval authority.

Ability to analyze spend data and drive cost efficiencies**.**

- **Stakeholder Management:** Strong collaboration with Finance, and user departments**.**
- **Risk & Compliance:** Knowledge of procurement laws, contract law, and fraud prevention**.**
- **Digital Procurement:** Proficiency in ERP systems (e.g., Sage X3), e-procurement tools**.**
- **Leadership:** Ability to manage teams, influence decisions, and drive change**..**
- Superior personal and ethical standards

**Must have technical / professional qualifications:**

- Bachelor's degree in Procurement, Supply Chain Management,
- Professional certification, such as CIPS, KISM, or equivalent, is required.
- Minimum of five (5) years' relevant procurement experience.
- Demonstrated experience managing tendering and sourcing processes.
- Knowledge of procurement regulations, contract management, and supplier performance management practices

**Budget owned:**
None

**Direct reports:**

- Procurement officers
- Procurement Assistant

**Dotted reports:**
N/A