



Job Title: Senior Procurement Manager

Reports to: Managing Director

Grade: 9.0

Job Family: Procurement

Employment Status: Permanent Pensionable

Job location: Head Office, Banjul

Job Summary

Under the general supervision of the Managing Director (MD), Senior Procurement Manager (SPM) shall be responsible for the management of ongoing purchasing strategy and activities so as to ensure optimal supplier performance in terms of price of goods and service delivery. In so doing, the SPM shall develop and maintain strategic supplier relationships and manage the drafting and negotiation of contracts, development of contractual relationships and contract management to attain continuous improvement in delivery of goods and services. More importantly, the SPM shall ensure quality control and adherence to the GPPA Act and SSHFC's policies, procedures on procurement and supply chain management. Additionally, SPM shall develop framework agreement with relevant suppliers to ensure timeliness in delivery of good and service.

Responsibilities and Duties

1. Develop procurement strategies that are inventive *enough to cut administrative cost while ensuring efficient and effective service delivery.*
2. Develop "transparent" procurement policies and rules and establish robust process for acquiring goods and services.
3. Review existing contracts with suppliers and vendors to ensure on-going feasibility and delivery of goods and services.
4. Create and implement best practice purchasing vision, strategy, policies, processes, and procedures to aid and improve the Corporation's performance.
5. Evaluate the procurement challenges faced by the Corporation and take action to mitigate risks and utilise available opportunities.
6. Develop, implement, and maintain a supplier relationship and evaluate procurement process to ensure effective supplier performance and compliance.
7. Implement and monitor the procurement budget and promote a culture of long-term savings on procurement costs in SSHFC.
8. Develop and implement annual procurement plan, generate quarterly reports, and submit to Contracts Committee.

Knowledge



1. Excellent knowledge of the Gambia Public Procurement Authority Act.
2. Good knowledge of the policies and strategic objectives of SSHFC.
3. In-depth knowledge of the business environment to ensure best values and practices are maintained.
4. Excellent knowledge of preparing and reviewing contracts, invoicing, and negotiation principles.
5. Excellent knowledge and technical know-how of the Supply Chain Management.
6. Good knowledge of using supply chain management software and tools.

Skills and Abilities

1. Excellent relationship management skills with the ability to engage, negotiate and manage suppliers
2. Excellent negotiation skills with the ability to negotiate at all levels.
3. Excellent multi-tasking and time-management skills, with the ability to prioritize tasks.
4. Excellent analytical and problem-solving skills.
5. Excellent communication, interpersonal and influencing skills.

Qualification (Education) and Experience

1. Master's degree in Supply Chain Management or Purchasing Management with 6 years post-qualification relevant work experience, 3 years of which must be at Senior Management level in Public Procurement or Supply Chain Management.
2. Bachelor's degree in Supply Chain Management or Purchasing Management with 8 years post-qualification relevant work experience, 5 of which must at Senior Management level in Public Procurement or Supply Chain Management.