

Procurement Officer SSF3 at Adam Smith International

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Job Description

Adam Smith International is an award-winning global company that delivers impact, value and lasting change through economic growth and government reform. Our reputation as a global leader has been built on the positive results our projects have achieved in many of the world's most challenging environments.

Purpose

SSF III requires a Procurement Officer to provide specialist support and lead on the procurement of investments for the Fund. The Procurement Officer will ensure that SSF procurement is compliant with SSF Procurement Policies and Procedures Manual, the SSF Handbook and FCDO requirements. They will be responsible for engaging closely with the SSF technical team to clearly understand the needs for each procurement. They will be responsible for timely procurements in line with SSF policy that ensure SSF selects investees that deliver effectively on investment objectives.

Key Tasks and Responsibilities

Ensure good coordination between all relevant units and technical experts during the procurement process.

Engage closely with the SSF technical team and leadership to understand the shape and needs of an investment to inform the type of procurement.

Support the understanding of the SSF team on procurement including providing guidance throughout the procurement and call process to include reviewing the SSF standard bidding

documents, and any other solicitations, reviewing evaluation process and reports to ensure SSF procurement policies and procedures are adhered to.

Lead all SSF procurements from end-to-end including ensuring appropriate documentation and communication to tenderers and prospective tenderers under SSF.

Lead the day-to-day support and assistance on all procurement related processes and documentation; on the job training and guidance on all aspects of procurement within the SSF process to include but not limited to review of standard bidding documents and Calls for Concepts and Proposal documents; documenting the procurement process undertaken and the Value for Money justification to ensure adherence to SSF's strategy and objectives.

Update the SSF Finance Risk and Procurement Manager on all procurement related risks.

Support the SSF Finance Risk and Procurement Manager to update SSF procurement and due diligence policies and procedures.

Ensure the storage of all procurement documentation to ensure that it is up to date.

Provide guidance and support to the Investment Managers with contract management and modification as required.

Deliver on any other tasks assigned by SSF Finance Risk and Procurement Manager or Team Leader.

Job requirements

Qualifications and Experience

Degree in procurement, supply chain management or finance/accounting related degree;

Minimum of seven years of relevant experience working in procurement for FCDO or other donor funded programmes;

Experience working in Somalia or other fragile country and environment;

Previous demonstrated experience in leading procurement and contracting on donor-funded programmes;

Minimum of five years of experience managing the effective procurement of goods and services at scale;

Essential IT skills inclusive of MS Office and demonstrated experience working with spreadsheets Applicant must be able to demonstrate and may be required to undertake a short test during the selection process to verify skill level.

Excellent communication, inter-personal and team-working skills.

Political awareness, technical skills and ability to work in complex operating environments like Somalia.

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