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**Internal and External Job advertisement No 028/RHR/07/2024/CR-AP**

<b>Position title</b>	Regional Procurement Manager	<b>Supports</b> ❖ Parks Procurement Teams
<b>Location</b>	Central Africa Region	
<b>Reports to</b>	Regional Finance Manager	
<b>Starting date</b>	As soon as possible	

**1 JOB OVERVIEW:**

The Regional Procurement Manager for the Central Africa region is responsible for overseeing and managing all procurement activities within the region, with a specific focus on working with parks to aggregate and centralize procurement for optimization, efficiency, and efficacy. This includes developing and implementing procurement strategies, managing supplier relationships, ensuring cost-effective purchasing, and maintaining compliance with company policies, donor requirements, and regulations.

The role requires a strategic thinker with strong negotiation skills and the ability to work in a dynamic and diverse environment.

**2 ROLE PROFILE AND KEY RESPONSIBILITIES:**

**a. Procurement Strategy:**

- Develop and implement regional procurement strategies aligned with global procurement objectives.
- Identify and evaluate potential suppliers, negotiate contracts, and manage supplier relationships to ensure high-quality and cost-effective procurement.
- Monitor market trends and supply chain developments to identify opportunities for cost savings and efficiency improvements.
- Collaborate with Parks and other departments to align procurement strategies with Park targets and M&E.
- Evaluate supplier contracts for risks.
- Include sustainability criteria in tenders and ensure compliance from suppliers.

**b. Parks Procurement Management:**

- Work closely with parks to aggregate and centralize procurement activities to enhance optimization, efficiency, and efficacy.
- Coordinate with park managers to understand their procurement needs and develop tailored solutions.
- Implement centralized procurement processes to streamline operations and achieve cost savings.
- Ensure quality, cost-effectiveness, and timely delivery for all parks' procurement.

**c. Supplier Management:**

- Establish and maintain a comprehensive supplier database for each park, including both national and international suppliers.
- Centralize supplier management, including strategic partners like TGS (Toyota), Michelin, etc.
- Build and maintain strong relationships with key suppliers to ensure reliable supply and favorable terms.
- Conduct regular supplier performance reviews and address any issues or concerns.
- Ensure suppliers comply with company standards and regulatory requirements.
- Conduct annual supplier audits.

**d. Cost Management:**



- Identify and implement cost-saving initiatives and procurement best practices.
- Monitor and report on procurement performance, including cost savings and efficiency gains.
- Achieve percentage reductions in overall costs on procurement projects.
- Identify new savings opportunities through Total Cost of Ownership (TCO).

**e. Warehouse and Inventory Management:**

- Oversee the establishment and maintenance of regional warehouses to meet storage needs effectively.
- Develop and implement inventory management strategies that optimize stock levels and minimize overstocking and under-utilization.
- Regularly review and monitor warehouse and inventory practices to ensure compliance with safety and procedural standards.
- Coordinate with logistics to ensure efficient material handling and storage.
- Reduce inventory levels and stock obsolescence in percentage terms.
- Train the procurement team and relevant staff on new software to ensure proficient use.
- Monitor software integration time and improvements in data accuracy.

**f. Compliance and Risk Management:**

- Collaborate with Kim at HQ to ensure compliance and risk management.
- Maintain accurate and up-to-date procurement records and documentation.
- Ensure transparency in all procurement processes to maintain integrity and trust.
- Ensure compliance with internal audits and address non-compliance cases detected through the whistleblowing policy.

**g. Fleet Procurement Management:**

- Integrate fleets into the platform.
- Reduce order processing time.

**h. Team Leadership:**

- Lead and develop the regional procurement team, providing guidance, training, and support as needed.
- Foster a culture of continuous improvement and collaboration within the procurement team.
- Conduct procurement and negotiation training sessions.
- Improve team skills through annual evaluations.

**3 Key Success Factors:**

**1. Cost Savings:**

- Implement at least three cost-saving initiatives per quarter in parks procurement.
- Track and report cost savings and efficiency improvements on a quarterly basis.
- Achieve a minimum saving of 500,000 USD on procurements within the region during the first year of operation.

**2. Supplier Performance:**

- Maintain 95% supplier performance, measured by on-time delivery, quality, and compliance with company standards.
- Ensure 98% of deliveries for parks are on time and meet quality standards.
- Conduct quarterly supplier performance reviews and implement corrective actions as necessary.

**3. Procurement Compliance:**

- Ensure 100% compliance with company Standard Operating Policies (SOPs) and donor requirements, particularly those of institutional donors.
- Conduct regular audits of procurement activities and address any non-compliance issues promptly.

#### 4. Team Development:

- Develop and propose a training and development plan for the in-country procurement team.
- Measure team performance against individual and team KPIs, and provide regular feedback and support.

#### 5. Risk Management:

- Identify and mitigate procurement risks, ensuring continuity of supply and minimizing disruptions.
- Develop and maintain a risk management plan, with regular updates and reviews.

#### 6. Parks Optimization:

- Successfully aggregate and centralize parks procurement activities, achieving measurable improvements in efficiency and cost-effectiveness.
- Establish and maintain effective communication and collaboration with park managers to ensure their procurement needs are met.
- Implement at least two process improvements per quarter in parks procurement to increase efficiency.

#### 7. Supplier Database Management:

- Establish and maintain a comprehensive supplier database for each park, including national and international suppliers.
- Ensure the database is regularly updated and used effectively to support procurement activities.

#### 8. Transparency:

- Ensure transparency in all procurement processes to maintain integrity and trust.
- Implement and monitor measures to ensure procurement activities are conducted openly and fairly.

#### 4 Key relationships:

##### Internally:

1. Parks Operations Managers
2. Parks Procurements Teams
3. Parks Finances Managers
4. H.O. Procurement

##### Externally:

- International and local suppliers
- carriers
- logistics clusters
- customs and freight forwarding

#### 5. Qualifications:

- Bachelor's degree in Business Administration, Supply Chain Management, or a related field.
- A minimum of 7 years of experience in procurement, with at least 3 years in a dynamic and diverse environment or global role.
- Strong knowledge of procurement principles, practices, and regulations.
- Excellent negotiation, communication, and interpersonal skills.
- Ability to work effectively in a multicultural and diverse environment.
- Proficiency in procurement software and Microsoft Office Suite.
- Fluency in English and French.

#### 6. How to Apply:

To apply, the application must contain the following elements in a single PDF file:

- Up-to-date curriculum vitae with at least 3 easy-to-contact references.
- Applications should be sent to [centralafrica.hr@africanparks.org](mailto:centralafrica.hr@africanparks.org) before 30 August 2024

We strongly encourage female and locals' candidates to apply.

If you do not receive a feedback from us within two weeks of the closing date, please consider that your application has *not been successful*.