

## **PROCUREMENT MANAGER**

Department: Procurement Department

Location: Kigali-Kimihura

Employment Type-Full-Time

Reporting Line: Reports to the Co-CEO- Managing Director

### **Job Purpose**

The Procurement Manager is responsible for leading and managing the organization's procurement function to ensure the timely, cost-effective, and compliant acquisition of goods, services, and works required for business operations. The role involves developing procurement strategies, overseeing procurement processes, managing supplier relationships, negotiating contracts, and ensuring compliance with company policies and regulatory requirements.

The Procurement Manager provides strategic leadership to the procurement team while supporting the organization's operational and financial objectives through efficient procurement planning and execution.

### **Key Responsibilities**

#### **1. Procurement Planning and Strategy**

- \* Develop and implement procurement strategies aligned with the organization's goals and objectives.
- \* Prepare and manage the annual procurement plan.
- \* Forecast procurement requirements based on departmental needs and operational plans.
- \* Align procurement activities with approved budgets and available cash flow.
- \* Continuously review procurement practices and recommend improvements to increase efficiency and reduce costs.
- \* Develop procurement policies, procedures, and best practices.

#### **2. Team Leadership and Management**

- \* Lead, supervise, mentor, and develop procurement staff.
- \* Allocate responsibilities and monitor departmental performance.
- \* Establish performance objectives and conduct regular evaluations.
- \* Promote a culture of professionalism, accountability, and continuous improvement.
- \* Ensure compliance with procurement procedures throughout the department.

### **3. Requisition and Procurement Process Management**

- \* Oversee the receipt and review of procurement requests from all departments.
- \* Verify completeness, justification, specifications, budgets, and approvals for procurement requests.
- \* Coordinate with requesting departments to clarify procurement requirements and delivery timelines.
- \* Manage the full procurement cycle from requisition to payment processing.
- \* Ensure procurement activities are conducted efficiently and within approved timelines.

### **4. Supplier Sourcing and Relationship Management**

- \* Identify, evaluate, prequalify, and select reliable suppliers and service providers.
- \* Maintain strong relationships with suppliers to ensure quality, reliability, and cost-effectiveness.
- \* Develop and maintain an approved supplier database.
- \* Conduct supplier performance reviews and implement corrective actions where necessary.
- \* Monitor supplier compliance with contractual obligations and service standards.

### **5. Quotation Analysis and Contract Negotiation**

- \* Obtain quotations and proposals in accordance with procurement policies and approval thresholds.
- \* Evaluate supplier quotations based on quality, pricing, delivery schedules, technical specifications, and overall value.
- \* Lead negotiations with suppliers to secure favorable pricing, payment terms, warranties, and service agreements.
- \* Draft, review, and manage contracts and service-level agreements.
- \* Ensure contracts adequately protect the interests of the organization.

### **6. Purchase Order and Contract Administration**

- \* Review and approve Purchase Orders before issuance.
- \* Monitor supplier commitments and contract performance.
- \* Follow up with suppliers to ensure timely delivery of goods and services.
- \* Maintain an effective contract management system.
- \* Ensure proper documentation and record keeping for all procurement transactions.

### **7. Delivery Coordination and Quality Assurance**

- \* Coordinate the receipt and inspection of goods and services.
- \* Verify that deliveries meet approved specifications, quantities, and quality standards.
- \* Address delivery discrepancies, damaged goods, and supplier performance issues.
- \* Work closely with user departments to confirm acceptance of procured items.
- \* Ensure compliance with organizational quality and safety requirements.

## **9. Compliance, Risk Management, and Governance**

- \* Ensure procurement activities comply with company policies, legal requirements, and industry regulations.
- \* Promote transparency, fairness, and ethical procurement practices.
- \* Identify and mitigate procurement-related risks.
- \* Prevent conflicts of interest, overpricing, fraud, and non-compliance.
- \* Support internal and external audits by ensuring procurement records are complete and accessible.

## **10. Documentation and Reporting**

- \* Maintain accurate procurement records including quotations, contracts, purchase orders, invoices, delivery notes, and supplier records.
- \* Prepare monthly, quarterly, and annual procurement reports.
- \* Provide procurement performance analysis and recommendations to senior management.
- \* Track and report on procurement KPIs, supplier performance, contract status, and cost savings achieved.
- \* Ensure procurement documentation remains audit-ready at all times.

## **Qualifications**

### **Education**

- \* Bachelor's Degree in Procurement and Supply Chain Management, Logistics, Business Administration, Business Law, Commerce, or a related field.
- \* Professional certification in Procurement and Supply Chain Management (CIPS, CPSM, CPSP, or equivalent) is an added advantage.

### **Experience**

- \* Minimum of five (5) years of progressive experience in procurement and supply chain management.
- \* At least two (2) years in a supervisory or management position.
- \* Experience managing supplier contracts.

## **Key Competencies**

- \* Procurement and supply chain management.
- \* Strategic sourcing and supplier management.
- \* Contract negotiation and administration.
- \* Procurement planning and forecasting.
- \* Procurement systems and ERP software.
- \* Leadership and people management.
- \* Strong negotiation skills.
- \* Excellent communication and interpersonal skills.

- \* Analytical and problem-solving abilities.
- \* Attention to detail.
- \* Decision-making and accountability.
- \* Integrity and ethical conduct.
- \* Time management and organizational skills.