

VACANCY ANNOUNCEMENT FOR THE POSITION OF PROCUREMENT AND MATERIALS MANAGER

NAWEC is pleased to inform suitably qualified candidates of the vacant position of **Procurement and Materials Manager**. The job description, position details and person specifications are as follows:

Position	Procurement and Materials Manager
Role Summary	Responsible for managing the processes and procedures of procurement and supply base efficiently and effectively to ensure operational continuity of our stakeholder departments.
Reporting Relationships	Reports directly to the Senior Procurement and Materials Manager in the Cooperate Services Directorate.
Duties and Responsibilities	<ul style="list-style-type: none">• Support Operational Requirements. Ensure that strategic material planning processes are in place to enable NAWEC to function efficiently and effectively• Manage the Procurement Process and the Supply Base Efficiently and Effectively• Develop and implement integrated Procurement best practices strategies that support organizational strategies – from planning, tendering, negotiation through to supplier management processes.• Monitor supply markets and trends and interpreting the impact of these trends on company strategies.• Develop supply options and contingency plans that support company plans.• Support the organization’s need for a diverse and globally competitive supply base.• Drive supplier performance by designing, implementing, and embedding supplier relationship and contract management processes.• Assist with the Implementation of suitable Procurement and Materials management structures staffed by competent and well-motivated staff.• Assist in the development of Materials and Procurement management systems.• Establish and maintain relationships with internal/external stakeholders. Ensure supply of materials is in place to satisfy NAWEC’s requirements.• Identify and implement process improvements and staff training needs.• Stay current with industry trends by participating in educational opportunities, professional organizations, and conferences.• Follow safety policies and procedures in carrying out work duties.• Prepare and present monthly, quarterly, and annual status reports to management as needed.• Coordinate meetings and tasks with other units across the organization.• Performing any other duties as may be required and assigned.

Requirements and Qualifications	<ul style="list-style-type: none"> • Will have a Third level qualification ideally to Masters level and or Chartered Membership of SIP [Chartered Institute of Purchase and Supply] • along with a minimum of five (5) years' experience in Materials Management or Procurement Management or Logistics management in a business of significant scale
Competences	
Competency	Detail
Strategy Development	Understand the business by using a strategic and global perspective to establish long range business plans
Leadership and Communication Management	Ability and skills in coordinating, facilitating and participating in collaborative approach to achieve completion of task
Professional Knowledge	Maintains constant self-improvement by staying up to date with developments in the Procurement and management fields and ensuring that the procurement team are similarly developed.
Results and Performance	Accepts responsibility and is accountable for actions. Holds self and others accountable to meet commitments, complete tasks, manage performance and provide timely feedback to meet expectations. Ensures that performance targets set for the department are fully met and/or surpass targets while always finding better ways of doing business.
Policies and Procedures	Understands the importance of and adherence to standards and best practices while pursuing initiatives for continuous improvement.
Systems	Ability to use technology to assist in operating, maintaining, trouble shooting, diagnosing and solving specific procurement issues
Financial Acumen	The ability to apply a broad understanding of financial management principles and other quantitative information to ensure decisions are fiscally responsible and based on your budget.
Negotiation Skills	The ability to persuade, influence and explore positions and alternatives to reach outcomes that will gain acceptance of all parties and will also meet the organization's strategic procurement objectives.
Staff Development	Identify and provide the necessary required trainings to help develop the staff to meet both their career and the organization's goals while creating trust and a positive work environment. Works proactively with others.
Analytical Skills	Demonstrate the ability to visualize, articulate, and solve both complex and uncomplicated problems and concepts and make decisions that make sense based on all available information especially as it relates to vendor selection.
Stakeholder Management	The ability to leverage interpersonal skills to establish rapport and develop relationships with all key stakeholders: suppliers, customers & colleagues
GPPA Compliance	Conversant with GPPA rules/requirements and processes
Project Management	The ability to provide procurement input into projects in collaboration with an array of new stakeholders
Logistic Analysis	The ability to conduct thorough logistic analysis including exploring alternative logistic options/supply routes

Our vision is to be among the top best managed and financially viable Water and Electricity companies in West Africa by the year 2025. Key to achieving this vision is having competent staff with “can do”

attitude that can deliver on the task for us to meet the current and future requirements of the Gambia. That's where you come in!

Currently, we are developing a well-resourced procurement unit – in terms of both human resources, tools and systems – to act more flexibly and quickly. With additional capacity, the unit will be able to develop a detailed understanding of cost-cutting measures alongside improving contract management practice to help ensure delivery of value for money.

If you are an experienced Procurement Specialist with a passion for infrastructure, the drive to deliver in a fast-paced organization to meet the demands of our existing and future workload, we want to hear from you!

How to Apply. Please send an e-mail to recruitment@nawec.gm expressing your interest and indicating the position you are interested in along with a brief resume. Your resume should be no more than 2X A4 pages and should include basic information including Name, Contact details, Address, Date of Birth, Education and Qualifications along with a brief listing of your employment to date. Please do not send certificates at this time.

Dateline for submission of application is 30th June 2022