

VACANCY FOR:

PROCUREMENT AND TA OFFICER

JOB TITLE: Procurement and TA Officer

REPORTS TO: Procurement / TA Management Function Lead and Chief Operating Officer

JOB OVERVIEW: The Procurement and TA Officer will assist with carrying procurement activities and all activities relating to the management of the technical assistance facilities including the bidding process, contracting, fund disbursement, project monitoring and reporting (internal and external).



RESPONSIBILITIES

Procurement Delivery

- Provide efficient and collaborative procurement (advice, tendering, and evaluation, award and contract management) of items, materials and services required by the Company, both for Project/transactional and corporate use, and any other ad-hoc services, as designated by the CEO or COO.
- Ensure that all procurement proposals and agreements are in line with the Company's procurement Policy/ guidelines.
- Support the negotiation of bids to ensure that the best prices and terms are obtained; thereby, resulting in a high value adding commercial outcome.

- Record outcome and key agreements at procurement meetings.
- Maintain accurate auditable records (electronic copies and where necessary physical signed documents) of all procurement processes, including all supplementary information and all procurement decisions.
- Maintain a database (to be periodically endorsed by the COO) of pre-qualified consultants and suppliers.
- Review and clarify requirements and specifications for goods/services with requesting department.
- Dispatch pre-approved Requests for Proposal (RFP) to pre-qualified suppliers in line with Procurement schedules.
- With confirmation from the requesting department, review and respond directly to tendering suppliers' clarification requests.
- Track, receive and record bid submission in accordance with the procedural requirements.
- Ensure that all tendering activities make optimum use of electronic systems to encourage transparency and demonstrate process efficiency.
- Carry out vendor performance review and report on a bi-annual basis.
- Monitor and prepare quarterly report of procurement activities.
- Support the preparation of the Annual Procurement Plan.
- Maintain a purchase list and confirm with Finance department quarterly.

- Assist in responding to all audit enquiries on Procurement.
- Maintain and ensure timely review, update and approval of the Procurement Policy.

Technical Assistance Management:

- Interact with TA providers and internal departments in the preparation of TA-specific procurement plans and reports, based on the terms of TA agreements.
- Manage interface with TA providers, facilitating ease of communication and approvals (e.g. specific spending requests in line with the TA terms) when required.
- Efficiently guide Procurement, O&S and other personnel on relevant policies of TA providers and required
- internal processes, e.g. competitive bids, internal and external consents, signed engagement letters, client acknowledgement of duty to refund TA support at closing, etc.
- Consistently and accurately track the status of all Technical Assistance facilities, including amounts spent and balance remaining, approval dates, breakdown of returnable and non-returnable components, relevant exchange rates applied, service providers contracted and paid, status of relevant pipeline transactions and other TA-supported workstreams, amounts recovered from successful closings, expected/actual development impact, pending requests, etc.
- Assist in preparing and providing accurate reports (e.g. monthly, quarterly, etc.) in line with the requirements and templates of TA providers and InfraCredit's EXCO.

- Proactively communicate the availability of TA and its purpose to relevant staff (e.g. O&S) via automated communications (e.g. e-mails, InfraNet postings), other written materials (e.g. TA Guides, flyers) and departmental follow-up.
- Ensure that all TA processes (e.g. contracting, spending, reporting) are supported by proper documentation and approvals (e.g. from TA providers, trustees, line managers, etc.) in order to make the process work effectively and efficiently.
- Assist in Monitoring TA projects: develop and share monitoring questionnaire(s) with project team members for input into reporting (e.g. expected debt size, closing date, development impact, timing of returnable components, etc.), including annual reports.
- Liaise with the Development Impact team and project point persons on reporting the development impact of TA-supported projects.
- Assist the team in providing support to the CEO in raising new TA facilities by providing timely information, participating in origination engagements and reviewing draft agreements with the Legal team etc.
- Work in tandem with the IT team to leverage technology to automate TA processes for heightened efficiency and ease of reporting.



QUALIFICATION AND EXPERIENCE

Candidates for the role should possess the following qualifications:

- Minimum of 3 years of proven experience within a reputable corporate institution, preferably in the financial services sector with at least 1-2 years' experience in procurement and TA management.

- Undergraduate/Graduate degree in Finance or Accounting or a related specialty from a reputed university.
- Strong accounting and finance skills.
- Keen attention to detail in all analysis, reports and presentations.
- Experience working on a wide range of incoming technical assistance funding.
- Strong organisational skills and the ability to manage time and work activities effectively in a fast- paced environment.
- Outstanding communication skills, with an ability to engage effectively with key stakeholders including Consultants, Vendors, Funders, development partners, clients, internal peers, inside/outside counsel, etc.
- High degree of professional ethics and integrity.
- Flexibility and excellent interpersonal skills, comfortable working with globally dispersed cross-functional teams.
- Professional, enthusiastic attitude, team player.
- Mastery of MS Office Suite, including Word, Excel, PowerPoint, etc.
- Experience working with software platforms to support job responsibilities



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