**Purchasing Officer Job description**

**Job brief**

Purchasing officers buy products for resale by their employer or services to be used by their employer on an enterprise level. They also purchase raw materials for production facilities. This involves tasks such as evaluating product quality, researching different vendors, and negotiating contracts. The industries that employ the most purchasing officers are manufacturing, wholesale trade, retail trade, and the federal government. Purchasing officers usually work in an office setting, but periodic travel to supplier sites and vendor meetings is required. Success in this position requires strong organization and communication skills.

**Responsibilities**

Coordinates and facilitates the procurement requirements of the program office on the basis of the procurement policy guidelines.

• Pre-qualification of suppliers as provided in the procurement policy

• Compliance with procurement procedures as per Field Operations Manual.

• Procurement committee constitution and TORs

• Creates purchase orders, ensuring relevant procurement procedures have been applied and all supporting documentation is attached

• Ensuring that invoices received reconcile to purchase orders and created and matching receipts to purchase orders

• Carries out periodic controls to ensure that the filing system are properly used and that documents being regularly filed and easily accessible

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• Develops and maintains an archive policy for the regional office based on contractual and legal requirements; supports the country offices to develop and maintain archiving policy

**Requirements**

* Bachelor in Accounting or similar discipline
* At least 3 years’ experience where by daily task is associated with purchasing procuring;
* Proven financial management business performance;
* Political nous, honest with strong work ethics;
* Initiative
* Proficiency with Ms-Excel;
* Focused Office organization skills;
* Value for money, compliance enforcement and prompt and transparent financial reporting clearly
* understood to be the main business deliverables;
* Good people skills;
* Good analytical and problem solving ability;
* Good public relations skills;
* Customs clearance knowledge is essential;
* Desire to work in an organisation where there is a culture of urgency, personal accountability, and of striving ‘to perform’.