



JOB VACANCY: PROCUREMENT OFFICER

THE ORGANISATION

Football Association of Malawi (FAM) is the governing body of football in Malawi and was founded in 1966. FAM is affiliated to FIFA, CAF, COSAFA and the Malawi National Council of Sports (MNCS). FAM manages all Malawi national Football, Beach, Futsal teams for both men and Women. FAM seeks to hire a Procurement Lead for the Head office situated in Chiwembe-Limbe. Reporting to the Director of Finance and Administration, the incumbent will lead in ensuring that procurement is conducted in adherence to FAM's and other donors' procurement policies and standards at all times.

The successful candidate will be offered 3 years renewable performance-based contract.

GENERAL DESCRIPTION

Reports to the Director of Finance and Administration while stationed at the Head Office in discharging duties.

A. Key Responsibilities

1. Procurement of goods materials and equipment.

- Facilitates procurement planning at an organization level for different projects.
- Reviews the performance of the procurement work plan and assess its efficiency and effectiveness. identify its weaknesses and success and make recommendations for necessarily follow up.
- Facilitate the procurement of goods materials and services in accordance with FAM policies;
- Updates the database of suppliers and conducts regular market search for alternatives;
- Enters and maintains data relevant for procurement and tenders in Accounting software;
- Accepts goods, inspects delivery and ensures that the receipt is documented, and goods received checked appropriately
- Contacts suppliers of defective goods delivered and arranges necessary follow ups;
- Enters purchase requisitions and confirmation of receipt of goods through accounting software.
- Processes any procurement related complaints;

- Checks goods invoices, goods inwards receipts and other (delivery) papers and payment instruction;

2. Contracts for Consultants

- Establishes contracts and issues invitations to tender in accordance with FAM policies;
- Enters and maintains data relevant for contracts and tenders in accounting software
- Ensures action being taken on incoming requests;
- Checks that all necessary information is filled in or attached to said service request;
- Ensures that the principal adviser and the contractor each have a copy of the contract and keeps one in the contract files;
- Monitors status of contract implementation and reports submission for subsequent payment;
- Updates consultant fee list / honorarium;
- Places advertisements for the procurement of services in consultation with the projects.

3. Administrative services and General Tasks

- Conducts market research in different procurement areas to ensure FAM obtains best quality at the best price;
- Organizes and files documents in reference files in line with FAM filing rules to ensure updating of information and instant retrieval of the same;
- Informs projects and programmes on time about the status of procurement particularly in the event of delays;
- Advises management especially regarding complex procurement cases;
- Arranges for import and export of goods through customs, which includes processing of applications to Malawi revenue Authority through MNCS.
- Performs other duties and tasks at the request of the direct superior and senior management;

B REQUIRED QUALIFICATIONS, COMPETENCES AND EXPERIENCE

Qualifications

- Bachelor of Arts (BA) degree in Purchasing and Supply or Supply Chain Management or Business Administration from accredited university or college,
- Equivalent Level 6, Professional Diploma Chartered Institute of Procurement & Supply (CIPS).

Work Experience

- At least 3 years' work experience in a comparable position;
- Excellent knowledge of procurement procedures.

Other Knowledge and additional Competences

- A very good working knowledge of Information and Communication Technologies (ICT) related software and computer applications (e.g. Microsoft (MS) Office, MS Teams, Systems, Applications and Products (SAP));
- Finely tuned organizational skills, must be able to work independently, show initiative;
- Team player, good interpersonal and negotiation skills as well as time management;
- Very good communication skills, ability to express oneself well both verbally and in writing, experience in using various media;
- Time management;
- Willingness to scale up skills as required by the tasks to be performed – corresponding measures are agreed with management.

Remuneration

FAM will offer a competitive remuneration par commensurate with qualification and experience within its structure.

Method of Application

Interested candidates should apply by submitting a Motivation letter, a Detailed Curriculum Vitae with three traceable referees and copies of certificates not later than **04th September 2023**.

Applications must be submitted by email clearly marked "Application for Procurement Officer Position" by email to:

**The General Secretary
Football Association of Malawi
Mpira Village
P.O. Box 51657,
Limbe,
Malawi.**

Email address: admin@fam.mw