

# **BII Zambia**

## **JOB DESCRIPTION: PROCUREMENT AND LOGISTICS OFFICER (P&L OFFICER)**

### **Role:**

To ensure the smooth running of the BII Zambia procurement and logistics operations through the provision of timely acquisitions and deliveries, accurate record keeping, and appropriate and timely procurement information.

To also ensure the BII Zambia vehicle fleet is well maintained and meets all statutory requirements for road-worthiness, including insurance, road tax, and ensuring records are up to date.

### **Specific Responsibilities.**

#### **Procurement:**

- Ensure BII Zambia Procurement processes and systems are followed at all times.
- Produce and work with weekly procurement calendar based on project programmes and key dates as shown on purchase order requisitions.
- Produce and distribute to Head of Finance a twice monthly cash requirement forecast based upon procurement calendar.
- Discuss and activate any necessary Purchase Order Requisitions with Site Agents, training staff, and office staff on a weekly basis.
- Produce Purchase Orders with the correct process codes and in accordance with BII systems, and process and submit to the Finance Department for supplier payment.
- Ensure delivery of materials for projects as delegated in a timely manner and in keeping with dates shown on Purchase Order Requisitions - produce schedule for transportation/delivery and distribute weekly.
- Support the Senior Procurement and Assets Officer; coordinate the process annual supplier and contractor registration.
- Daily update of Project Forecast Expenditure Reports for the projects delegated to reflect actual purchases/expenditure, with a twice monthly project report produced for harmonisation exercise with Finance and Procurement Officer.
- Ensure that all BII documentation in regards to procurement of project materials is accurate and filed appropriately for accountability purposes.
- Ensure regular communication and responsiveness with the Senior Procurement and Assets Officer, Construction Operations Manager, Site Agents, Training team and Finance Department.
- Conduct quality checks/inspections to ensure procured materials/services meet BII specifications.
- Perform other such duties that may be assigned by line managers.

#### **Asset/Fleet Management.**

- Support the Senior Procurement & Assets Officer, conduct asset/inventory exercises on a quarterly basis following the BII Asset and Tool/Equipment policies and ensuring results are accurate. Ensure locations of and type of capital/asset are accurately recorded.

- Ensure all BII vehicles are maintained in line with BII and national guidelines. Produce schedule of maintenance for monthly distribution to Country Programme Manager and Head of Finance. Prepare Purchase Order Requests for any works to be carried out in accordance with BII procurement policies.
- Ensure all BII vehicles have trackers installed and are properly monitored.
- Produce and submit monthly vehicle tracker reports; highlight and follow up on exceptions.
- Ensure that all BII Vehicles are branded with the BII Zambia logo.
- Ensure staff driving BII vehicles are authorised and assessed.
- Ensure compliance to BII vehicle policy and procedures.
- Ensure that appropriate vehicle hand over and take over procedures are followed.
- Ensure vehicle road tax, fitness and insurance are up-to-date and renewed for all BII vehicles.

### **Line Management**

The role reports on a day to day basis to the Senior Procurement and Assets Officer for all items related to 'Procurement and Logistics' and to the Finance Manager (all tasks related to 'Fleet Management').

### **Other Key Relationships.**

- Country Programme Manager
- Construction Operations Manager
- Head of Finance
- Training Coordinator
- Site Agents
- Administration staff
- Finance and Administration Officer

### **Qualifications and work Experience.**

- Minimum Level 5 with the Chartered Institute of Purchasing and Supplies (CIPS) or its equivalent
- Previous NGO work experience preferred
- Excellent communication and team working skills
- Good computer skills in Microsoft Outlook, Word and Excel
- Valid driver's licence with over 2 years driving experience
- Excellent negotiating skills
- Excellent organisation and planning skills
- Valid Zambia Institute Purchasing and Supply (ZIPS) registration

### **To Apply:**

Please send your CV (max 2 pages) and a one page covering letter explaining your motivation for applying and how you meet the qualifications and experience required.

E-mail your application to: [recruitment@builditinternational.org](mailto:recruitment@builditinternational.org) with '**P & L officer**' in the subject line. Only applications that follow the submission instructions correctly will be considered. **No hand deliveries will be accepted.**

Application deadline: 29<sup>th</sup> November 2021 at 12.00hrs CAT