

Nigeria Extractive Industries Transparency Initiative (NETI)
Job Profile of Procurement Officer

Title of the position: Procurement Officer.	Location of the job (Department & Division): Finance & Admin. Department
Number of subordinates: 0	Reports to: HR/ Admin Team Leader
Mission/ Core purpose of the job (short description)	
To provide qualitative support services to the organization's operations through effective implementation of business policies and procedures governing procurement management & control. To ensure effective and optimal utilization and allocation of resources to all arms of the business.	
Key performance area Core, essential responsibilities/ outputs of the position (KPA's)	
Role complexity: <ul style="list-style-type: none"> • Implement procurement operational policies and procedures as approved by the Secretariat. • Implement overall operational plan for the management of the day-to-day procurement related issues. • Manage cross-functional relationships with other departments/ units and 3rd party vendors. 	
Task complexity: <ul style="list-style-type: none"> • To undertake the tendering, evaluation, placement and monitoring of a portfolio of suppliers contracts. • To assist in the selection of appropriate suppliers and contractors, to promote good procurement practice with due regard to sustainability, ethical purchasing standards and whole life costing. • To participate in negotiation of contract terms on a range of central contracts and to monitor performance against these contracts. • To actively promote the procurement function within the organization including the development and improvement of training and skills of staff involved in the devolved purchasing environment within NETI. • To participate in internal and external meetings, promoting procurement best practice. • To support and undertake projects for the Value for money Steering group and report findings and make recommendations to support change of policy. • To have up to date knowledge of related procurement legislation including FGN regulations for public procurement. • Carry out the duties of this post in a manner which promotes equality of opportunity and shows due respect for all employees and suppliers, in 	

<p>accordance with the organization's Equal Opportunities Policy.</p> <ul style="list-style-type: none"> • Carry out all duties having due regard for the health and safety of yourself and others, in accordance with NETI Health & Safety Policy. • Perform other duties as may be assigned from time to time by the HR/ Admin Team Leader
<p>Supervisory Complexity:</p> <ul style="list-style-type: none"> • None.
<p>Leadership Complexity:</p> <ul style="list-style-type: none"> • None.
<p>Managerial complexity:</p> <ul style="list-style-type: none"> • None
<p>Creativities (improvement/ innovation inherent):</p> <ul style="list-style-type: none"> • Devise effective means of accomplishing assigned tasks.

<p>Vulnerabilities (control span)</p> <ul style="list-style-type: none"> • Lack of adherence to service level agreements. • Interdepartmental dependencies
<p>Collaboration</p>
<p>Responsibility towards:</p> <ul style="list-style-type: none"> • Direct report: None • Matrix report: None • Key customer: Company's staff • Key supplier: 3rd party vendors • Relations: Other departments/ units
<p>Discretionary space</p>
<p>Independent thought and Judgment:</p> <ul style="list-style-type: none"> • Adherence to established policies and procedures. • Exhibition of NETI values.
<p>Minimum Requirements</p>
<p>Education:</p> <ul style="list-style-type: none"> • B.Sc. or Higher National Diploma in Social Science, Accounting/ Business Administration/ Finance or any relevant field.
<p>Experience:</p> <ul style="list-style-type: none"> • At least 5 years relevant experience out of which 2 years must be in similar role
<p>Training:</p> <ul style="list-style-type: none"> • Basic Computer Skills • Basic knowledge of NETI's mandate • Basic Negotiation Skills • Basic Accounting.

<ul style="list-style-type: none"> • Reporting/ Business Writing • Time Management • Customer Service/ Relationship Management
Competencies
Knowledge: <ul style="list-style-type: none"> • Relationship Management. • Basics of Office Administration. • Systems Use and Operation. • MS Office • Budgeting and budget control • NEITI Policies & Procedures
Skills/ physical competencies: <ul style="list-style-type: none"> • Interpersonal skills. • Problem solving. • Analytical skills. • Time Management skills. • Communication skills at all levels. • Reporting skills.

Behavioural qualities: <ul style="list-style-type: none"> • Integrity and transparency. • Good work habit with minimal turnaround time. • Enthusiasm and zeal towards work. 		
General working conditions (e.g. shift work, specific tools, special clothing, environmental requirements, etc.)		
<ul style="list-style-type: none"> • Normal hours • May be required to work extended work hours 		
Quality Standards		
<ul style="list-style-type: none"> • Ensure internal customer satisfaction • Ensure achievement of agreed KPI's • Ensure that the client/ customer experience lives up to the brand promise 		
Sign-off / Approval		
Director F&A:	The staff:	HRT/ L:
Date:	Date:	Date: