

Lively Minds Job Description – Procurement and Logistics Officer

Summary

Position: Procurement and Logistics Officer.

Reports to: Finance and Administration Manager.

Based: Based in Regional Office in Tamale (Northern, North East, Oti Regions), with minimal travel.

Contract: A fixed-term contract of two years with a possibility of contractual renewal depending on how our Ghana scale up programme is progressing.

Hours: Full-time, 8am to 4pm Monday to Friday, with one hour for lunch.

Compensation: 26,300 GHS gross per annum. We have a new pay structure in place – all new members of the team begin on 26,300 GHS, the non-negotiable entry level for the salary band. Then after a year, if staff perform in the role, they will receive a salary increase to 30,244 GHS. Subsequent pay progression is based on performance.

Benefits: Benefits include basic, medical insurance for the employee only. We also offer Tier 3 SSNIT (3% contribution). Lively Minds is passionate about learning and development. We offer all staff access to internal learning opportunities. We are unable to offer any financial support for relocation. However, new staff may be permitted to stay on a short-term basis in shared office accommodation if there is a room available in the office. These rooms will be allocated on a first-come, first-serve basis.

Start date: 19th July 2021.

About us

Lively Minds is an award-winning NGO, working to get pre-schoolers in rural Ghana & Uganda school-ready. Since 2008, we have developed an innovative, behaviour-change programme that empowers marginalized, poorly-educated mothers to run educational 'Play Schemes' for pre-schoolers and to provide better home-based care, using local resources. The Lively Minds programme aims to improve school-readiness of rural kindergarten children, by training parents to provide practical, cost-free learning and developmental activities in the kindergarten and at home.

Following a highly successful pilot, Ghana Education Service (GES) has officially adopted our programme to improve early childhood development. Our goal is for mothers and the GES to run our programme at scale. Between 2020 and 2024, GES will adopt and scale the programme to 60 districts, in 8 regions. Lively Minds will provide training, technical

assistance, and district-level capacity building to enable the programme to be embedded and sustained. This will be implemented across Bono East, Bono, Oti, Savannah, North East, Northern, Upper East, Upper West regions.

We're an ambitious team, determined to have a major positive impact on the world. We work hard, at a fast pace, in a challenging environment. We expect everyone to give their best to achieve the best possible results. Our work is demanding but provides plenty of opportunity for learning, growth and creativity. We want all staff to be happy, fulfilled and to feel appreciated and valued in their work.

To find out more about our programme, please visit www.livelyminds.org.

About the role

The Procurement and Logistics Officer will play a key role in supporting in-country procurement and logistics processes for the Ghana operations. They will coordinate the procurement of all company assets, services and goods such as workshop locations, hotel accommodation etc. They will also support in standardising systems and tracking the movement of our busy teams.

The Procurement and Logistics Officer will work with the Finance and Administration Manager to build and continuously improve systems and processes for local and international procurement of goods and services, to advance the delivery of high-quality programming.

They will successfully monitor the quality and efficiency of all procurement and purchasing activities, to ensure stewardship, integrity, transparency, and accountability.

About you

To succeed in this role, you must:

- Have strong, pragmatic planning skills with a proven ability to identify dependencies and problem solve.
- Have procurement and logistics experience – having managed the movement of goods by various logistical channels (sea, air, road etc).
- Be able to identify risks and issues.
- Have experience of tracking the movement of people across large geographies.
- Take accountability and responsibility and possess a real “can do” attitude.
- Be highly organised and able to flex your approach where necessary.
- Be a good verbal and non-verbal communicator.
- Have excellent attention to detail.
- Be resourceful and practical.

Main duties and responsibilities

Procurement management

- Day-to-day coordination of a fully compliant procurement system with associated operating procedures.
- Play a key role in the design, build and maintenance of analysis tools to: proactively assist with goods/services flow analysis; determine needs and quantity, quality and delivery requirements for goods and services; and maintain an up-to-date procurement plan.
- Assess effectiveness and efficiency of processes and lead on improvements.
- Ensure compliance with Lively Mind's procurement principles, standards, and policies; donor regulations; and local statutory requirements.

Innovation and risk management

- Develop existing procurement process and support the Finance and Administration Manager to provide training to Lively Mind's staff on the business process relation to procurement.
- Collaborate with management on annual budget plans to ensure that we can meet procurement needs.
- Manage and control the analyse-to-contract process with strategic sourcing solutions, to ensure the best value for money. This will include but is not limited to: market research and analysis, goods/services specifications and supplier evaluation criteria, solicitation documents, a transparent and consistent bidding process etc.
- Ensure the highest level of transparency and integrity amongst the procurement department and prevent fraud along the procurement process.
- Assist in any procurement fraud investigation.
- Coordinate the quality control process for goods and services procured
- Conduct periodic risk assessment along the procurement process, identifying areas for improvement to reduce risk.

Coordination and reporting

- Oversee and monitor relationships and transactions with suppliers, supplier performance, and contractual obligations to ensure contract completion as per authorised terms and conditions.
- Assist with preparing contracts and take action to address current and/or potential contractual issues and/or inefficiencies to mitigate risk.
- Advise on contract/purchase order modifications, if needed. Monitor payment terms and schedules through maintenance of open order reports and oversee coordination with the Finance team to ensure timely payments to vendors.
- Manage a reliable procurement document trail and database for control, accountability, and input for proper inventory recording. Ensure all required information and records are complete, accurate, up-to-date, and properly filed.

- Oversee reports preparation, consolidate reporting and analyse data for decision-making. Provide procurement status reports on all aspects of Lively Minds procurement on a periodic basis to management.
- Play a key role in the coordination of transport requirements and more general operational logistics for the Ghana team.

You may be assigned any other responsibility in agreement with your line manager, in contribution to Lively Minds work and in recognition of your experience and skills. It is therefore expected for staff to be flexible and willing to contribute to the work of the wider team.

Experience and skills

Essential experience and skills

- Qualifications: Undergraduate degree in logistics and supply chain management, economics, business administration, commerce, accounting (or related discipline).
- 3+ years' experience in a procurement or finance role in a fast-paced multinational or NGO environment.
- Fluency in English.
- Ability to multi-task, set priorities and deal with complex issues simultaneously.
- Understanding of procurement process in a development organisation.
- Awareness of pre-qualification of approved suppliers, the process involved and the maintenance of a supplier database.
- Familiarity with standard ERP and online procurement requisition processes.
- Articulate, negotiation skills and good understanding of procurement best practices.
- Good understanding of procurement of services, contract document preparation and tax regulations of various forms of procurement.
- Well organised and able to manage own time with minimal supervision.
- Technically literate - Basic user of MS Word, Powerpoint, Excel and Teams and able to adapt to and learn new tech systems easily.

Desirable experience and skills

- Experience of custom procedures for clearing of goods, tax exemption procedures.

You will be expected to perform against the Lively Minds Competencies.

Please note

- Applications submitted after the deadline will **not** be considered.
- CVs and cover letters will **not** be considered.
- Due to resource constraints, we apologise, but we will only respond to shortlisted candidates.
- Lively Minds operates a strict Child & Vulnerable Adult Protection Policy, and we therefore check suitability of successful candidates through background checks consisting of references and a police check.

- Lively Minds is fully committed to equity, diversity and inclusion. We want this to be reflected in the diversity of the people who work for us and we welcome applications from people from all backgrounds and identities. Women are strongly encouraged to apply – we promote family values and offer paid maternity and paternity leave. Where possible, special considerations are also made in district allocation to support staff with childcare commitments.