

## Job Description

**TITLE:** Procurement Coordinator

**I REPORT TO:** Operations Director

**REPORTING TO ME:** None

**CATEGORY:** Operations

**LAST UPDATED:** October 2021

### Job Summary

Formulate and drive a consistent approach towards all sourcing and purchasing, ultimately ensuring that value for money is maximized and cost savings are generated. Run an effective and efficient International Procurement (USA and SA) and Local Procurement system. Run an efficient stores management system as well as an accurate bin card system. Maintain smooth operations, processing of all requisitions, and timely supply to all departments. Ensure that Bookshop and stores are always supplied with stock and within their budgets.

### Procurement Management

- Proactively work with all departmental budget holders, event managers, and event planners to rapidly identify major procurement opportunities and deliver quick service.
- Actively monitor the external business environment and be fully aware of changes in the inflationary and purchasing environment.
- Establish, harmonize and maintain appropriate formalized purchasing policies and compliance to procedures across the organization.
- Develop a suitable suppliers' database and protocol for ongoing supplier management including the ongoing creation, rationalization, and management of preferred suppliers.
- Facilitate procurement of all church asset requirements, stationery, and other supplies required by the Ministry.
- Procure from outside the country all departmental requirements and other supplies required by the church which can be procured more cheaply from overseas.
- Provide active benchmarking data and analysis to ensure the church achieves continued value. Draft a template that should be regularly updated of price comparatives of items purchased (USA, SA, and Local prices). Each time before purchase, ensure that the best source is being used.
- Ensure that payment terms are managed and optimized in favour of the church.
- Coordinate with the head of the Finance Department towards the end of every year and obtain all international procurement items budgeted for the following year, compile them, obtain the links from the various departments and initiate international procurement procedures after budget approvals.
- Coordinate the procurement of items from South Africa through Razz, according to the laid-out procedure.
- After items have arrived, forward the items of what has been procured to stores for those that need to be in stores like stationery stock, and forward to departments through the Stores Clerk, with complete records of items procured for other departments.
- Ensure that all departments receive their supplies on time in line with policy.
- Ensure that all procedures in the procurement manual are followed including maintaining payables files, Goods in Transit and Goods Received file, and the processes required on each stage.

- Ensure all payments made by the accounts department are well supported. Every time the Credit Card statement comes through, compare and attach all supporting document invoices and return to accounts for payment.

### **Local Procurement and Stores**

- Procure all stationery and other office supplies (from either international or local sources) required by the church.
- Ensure complete records of items procured, items issued, and to which department and stock levels at any point in time.
- Ensure that all departments receive their supplies on time in line with policy
- Ensure that all supply deliveries are signed for by staff who have requested.
- Ensure that a stock take for stores is done end of every quarter with one of the accounts staff as witness.
- Keep track of each department's balances on their budgets of the items bought in advance for them.

### **Bookshop Purchasing**

- Constant generation of ideas to improve inventory turns on purchased materials, with a focus on standardized components.
- In liaison with the Bookshop Manager, develop a yearly business plan for purchasing based on customer demand and systems' re-order levels.
- Manage the vendor evaluation process, looking at price, lead times, and quality.
- Negotiate pricing and terms with all vendors.
- Reduce inventory while satisfying customers' requirements through accurate inventory/usage data analysis and effective vendor stock solutions.
- Monitor freight of goods to determine when items arrive in coordination with the Bookshop Supervisor.
- In liaison with the Bookshop Supervisor, ensure the bookshop has sufficient stock for sale at all times.
- Maintain good customer relations with suppliers and ensure all purchases are paid for on time.
- Maintain current standard operating procedures in light of the above operations.

### **Supplier Lists**

- Keep and maintain a record of supplier lists for all local procurements for different goods and services.
- Keep and maintain a record of supplier lists for all International procurements for different goods and services.
- Coordinate with suppliers on price changes on various price lists kept for different suppliers and update files accordingly.

### **Procurement Requirements**

- Ensure you adhere to all the guidelines of the Zambian Procurement requirement laws.

### **Other**

- Be loyal to the Seniors Pastors and the Ministry's vision, mission, and values.
- Provide care, love, and encouragement to all staff and lay leaders with whom you have contact or dealings.
- Perform all other duties assigned by the Senior Pastors, Executive Pastor, and Administrator.
- Adhere to the MLFC Staff Statement of Ethics.

### **Qualifications**

- Minimum 3 years of post-qualifying experience in Procurement and Stores Management.
- Must be a certified and active member of the Zambia Institute of Purchasing & Supply (ZIPS).
- Diploma in Purchasing and Supply.
- Reliability in working with confidential issues in Administrative areas.
- Accuracy of work and trustworthiness
- A diploma in Administration is added advantage.
- Proven analytical and financial skills.

- Very good knowledge of all the products within the Microsoft Office Professional Package.
- Proven skills in working in a multicultural setup.
- Sharp memory and attention to detail.
- Respectful communication skills with staff, church members, and business partners

**Personal Attributes**

- Ministry Minded
- Compassionate
- Patient
- Good Listener
- Visionary
- Self-Starter
- Self-Motivated
- Honest
- Attention to detail