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Job Title: Admin and Procurement Officer

Location: Abuja

Reports to: People, Culture and Administrative Manager

Job Type: [Full-Time]

Department: HR/Administration / Procurement

LEAP Africa is a non-profit organization focused on raising dynamic, innovative, and principled leaders who will drive positive transformation in Africa. We provide relevant and tailored interventions that support effective youth transitions in the area of education, entrepreneurship & employability, civic participation and social mobility for young Africans.

We are on a strategic journey towards building a world-class institution that will be an ecosystem builder, a thought leader, and a development hub for young people. We are seeking to hire an individual who is people-centric, excellent with effective and efficient administrations and procurement processes skill to function within the people, culture and admin department while supporting procurement in actualizing all set goals.

Job Summary:

The Admin and Procurement Officer is responsible for overseeing and managing the Abuja office administrative functions, procurement activities and people support. This role will ensure that necessary supplies, services, and equipment are acquired in a timely, cost-effective manner, while also handling general office operations ensuring smooth administrative procedures and employee welfare/support.

Key Responsibilities:

Admin Duties

- Be responsible for making sure that there is a constant and regular supply of electricity and water for use in the office.
- Constantly monitor and ensure the regular maintenance and repairs of office appliances such as lights, ACs, and kitchen appliances so that the office is always in a conducive, hygienic, and safe state for work.
- Ensure that the office facility is safe, conducive and ready for use at all times.
- Ensure that the office never runs out of supplies eg, stationeries, worktools, beverages, power,diesel, etc.
- Report to and work closely with the Manager, People, and Culture to ensure that all administrative duties assigned to you are always attended to.
- Responsible for disseminating all physical correspondences to respective recipients
- Support for timely utility requests and supplies, contact direct vendor for fixings, ensure excellent workspace, painting, fumigations, and renovations according to MOU signed
- Responsible for store management and weekly inventory of stock/items
- Responsible for LEAP Africa books in Abuja office

People Support

- Act as the eyes and ears in human interactions on behalf of the PCA Manager
- Ensure that all required human support is provided as when when required
- Ensure that all required documentations, records and folders for the department and on behalf of the overall office are kept timely and updated as at when required.
- Responsible for welfare support in Abuja office
- Ensure that all celebrations required to be done in the office are made available e.g, birthday, Happy hours, anniversary etc.
- Promote Abuja office as a people first organization and ensure work hours are happy hours

Procurement Duties

- Manage vendor databases, ensure proper documentation of all vendor activities and ensure periodic vendor efficient performance and relationship management
- Source for vendor and monitor vendors for quality, service and price through

standard purchasing specifications.

- Proper management of the procurement process for the organization which involves but is not limited to procurement planning, purchase of goods and services, logistics, arrival confirmations, vetting, drafting agreements etc.
- Conduct inventory management of all shipments, procurement items and supplies, coordinate all travel activities in the programme - local and international.
- Strictly follow due process as outlined in the procurement policy in all procurement activities on behalf of the organization - needs assessment, need specification, source options and plans, price negotiation and contract, purchase order, delivery, expediting delays, receipt and inspection of orders, invoice approval and payment, record maintenance etc.
- Provide quick and proactive communication to all relevant stakeholders towards resolving any issues or complaints.
- Engage in quarterly market survey and computations. Generate data driven report/insight from market analysis to help make tangible decisions. For all project support, produce post-event evaluation to inform future events.
- Perform other tasks as assigned by your supervisor(s).

KEY PERFORMANCE INDICATORS:

1. Maintain 95% On-Time Delivery of Goods and Services.
2. Ensure 100% Compliance with Procurement Policies(internal/external - regulators) and workflow within procurement unit and across LEAP Africa
3. Reduce Procurement Costs by 10% Annually.
4. Ensure adherence to LEAP Africa policies and Support to build sustainable culture
5. Maintain 100% Accuracy in procurement Inventory and vendor Records.
6. Achieve 90% Positive Feedback on Administrative Support.
7. 100% compliance with internal processes, policies
8. Maintain a conducive work environment
9. Maintain low cost on office operations

Behavioral

- Follow the strategic direction and guidance of the organization in the development and execution of initiatives that promote a culture in line with LEAP Africa's values of Audacity, Respect, Integrity, Innovation, Synergy and Excellence, leading to a better organizational culture.
- Align with the supervision and leadership of your supervisor(s) and model the core values of LEAP Africa.
- Support to drive and communicate LEAP Africa's vision and mission.
- Collaborate and support your team to embrace our core values and inspire others to align their actions and behaviors accordingly.
- Foster a culture of trust, collaboration, and accountability, encouraging individuals on collective ownership of organizational values and goals.
- Embody effective self-leadership, conflict resolution skills related to values alignment, promoting open dialogue, understanding, and reconciliation; escalate persisting issues.
- Foster a culture of continuous improvement by encouraging feedback, learning, and adaptation, leveraging insights to refine leadership strategies and practices in alignment with organizational goals and values.

Knowledge Skills and Attributes

- Proactive and can do mindset
- Experience with office management and relationship management
- Ability to create, update, and manage a national database of vendors/service providers
- A team player
- Highly ethical, with a focus on both results and proper adherence to procedures
- At least one year's experience, or at least a clear interest in working in the NGO space is preferred.
- The individual should have an HND/BSc, ideally in Business Administration or a related field.

Qualifications and Skills:

- **Education:** Bachelor's degree in Business Administration, Human Resources, Supply Chain Management, or a related field.
- **Experience:** Minimum of [3] years of experience in administrative and/or procurement roles, ideally in a similar industry.
- **Technical Skills:** Proficiency in MS Office Suite (Word, Excel, PowerPoint), and experience with procurement software/systems like Netsuite.
- **Knowledge:** Understanding of people management, procurement procedures, inventory management, and general administrative practices.
- **Communication:** Excellent written and verbal communication skills.
- **People Skills:** Great relationship management skills, empathy and care
- **Organizational Skills:** Strong attention to detail and ability to manage multiple tasks simultaneously.
- **Negotiation Skills:** Ability to negotiate favorable terms with vendors and suppliers.
- **Problem Solving:** Ability to troubleshoot issues related to procurement and office operations.

Application Process:

To apply, please submit your CV and cover letter to careers@leapafrika.org