

## **Procurement and Supply Chain Officer.**

Kigali, Rwanda

### **Overview**

Pharo Foundation (“the Foundation”) is a pioneering, mission-driven organisation working to build a vibrant, productive, and self-reliant Africa. Founded and fully funded by Pharo Management, an emerging markets hedge fund, the Foundation represents a new model of philanthropic capitalism: a private endowment using its own capital to design, fund, and operate development programmes with private-sector discipline and long-term commitment.

Over the next decade, the Foundation’s ambition is to deliver lasting impact across three interdependent missions:

1. Empowering the next generation through affordable, high-quality education.
2. Solving water scarcity by building and operating sustainable water infrastructure.
3. Driving economic productivity by unlocking jobs, investment, and innovation through both non-profit and for-profit ventures.

The Foundation operates in Ethiopia, Somaliland, Kenya, and Rwanda, employing more than 750 people. It combines a not-for-profit engine: Pharo Development, with a for-profit engine, Pharo Ventures, which builds and operates sustainable businesses to create jobs and advance economic self-reliance.

### **Opportunity**

The Procurement and Supply Chain Officer supports the implementation of procurement and supply chain activities of Pharo Foundation to ensure the timely, cost-effective, and compliant acquisition, storage, and distribution of goods and services. The role contributes to efficient program and operational delivery by maintaining accurate records, coordinating logistics, and ensuring adherence to Pharo Foundation policies and procedures.

### **Key Relationships**

Role: Procurement and supply chain officer

Location: Kigali, Rwanda

Report to: Senior Supply chain Officer

Contract Type: Full time

Functional relationships:

- All Rwanda SLT

### **Duties and Responsibilities**

#### **1. Procurement Operations**

- Prepare and process purchase requests, requests for quotations, and purchase orders for all Pharo Foundation Rwanda entities.
- Source quotations from approved suppliers in line with Pharo foundation procurement policies.
- Support supplier selection processes and maintain an updated supplier database.

- Follow up with suppliers to ensure timely and accurate delivery of goods and services.
- Prepare and review procurement documents including RFQs, RFPs, EOIs, and purchase orders for Pharo School, Pharo Venture studio and Pharo Foundation.
- Ensure all procurement documentation is complete, accurate, and properly filed.
- Conduct initial review of quotations and assist in preparing bid analysis
- Evaluate supplier performance and maintain an approved supplier database.
- Lead negotiations with suppliers to achieve best value for money.
- Ensure timely sourcing of goods and services while maintaining quality standards.
- Support the procurement committee
- Support tender processes, including preparing documents and coordinating evaluations.
- Conduct market research to identify competitive suppliers for different requests.
- Monitor shipment schedules and resolve delays or discrepancies.
- Ensure compliance with customs, import and regulatory requirements
- Optimize procurement costs and delivery timelines.

## **2. Inventory and Store Management**

- Receive, inspect, and record delivered goods.
- Maintain accurate stock records and update inventory systems.
- Monitor stock levels and inform relevant departments of replenishment needs.
- Conduct periodic stock counts and reconcile any discrepancies.
- Management of asset tagging
- Conduct weekly vendors reconciliations with the Finance Department
- Ensure proper storage, handling, and distribution of items.
- Support asset tracking and lifecycle management.

## **3. Logistics, Distribution, Planning and Reporting**

- Coordinate the movement and delivery of goods to various departments and project sites.
- Track orders and shipments to ensure timely delivery.
- Address and resolve basic supply chain or delivery issues.
- Prepare regular supply chain reports on procurement, inventory, and supplier performance.
- Analyse supply chain data to identify risks, inefficiencies, and improvement opportunities.
- Support audits by providing required documentation and explanations.

## **4. Compliance and Administration**

- Maintain organized procurement and inventory records for audit purposes.
- Assist in preparing procurement, inventory, and supplier performance reports.
- Ensure compliance with internal controls, procurement thresholds, and approval workflows.
- Identify supply chain risks and recommend mitigation measures.
- Promote ethical sourcing and adherence to organizational values.
- Ensure proper record-keeping and documentation for audit and accountability purposes.

## **Qualifications and Requirements**

- Bachelor's degree in supply chain management, Procurement, Logistics, Business Administration, or a related field.
- Minimum of 2 to 3 years relevant experience in supply chain, procurement, and Inventory Management.
- Driving license category B is an added advantage.
- Experience working in NGOs, donor-funded projects, or complex operational environments is an added advantage.
- Professional certification (CSCP, or equivalent) is an added advantage.
- Strong knowledge of supply chain and procurement best practices.
- Excellent negotiation and supplier management skills.
- Strong analytical and reporting abilities.
- High level of integrity and attention to detail.
- Ability to manage multiple priorities under tight deadlines.
- Proficiency in MS Office and Dynamics 365 Business Central or ERP procurement systems.
- Strong communication and stakeholder management skills.

## **Personal attributes**

- Strong knowledge of supply chain and procurement best practices.
- Excellent negotiation and supplier management skills.
- Strong analytical and reporting abilities.
- High level of integrity and attention to detail.
- Ability to manage multiple priorities under tight deadlines.
- Proficiency in MS Office and Dynamics 365 Business Central or ERP procurement systems.
- Strong communication and stakeholder management skills.

## **Application procedure**

- We will review completed applications on a rolling basis. If we identify an outstanding candidate early in the process, we reserve the right to appoint before the deadline. For this reason, we encourage interested candidates to apply as early as possible. Due to the high volume of applications, we regret that we will only contact shortlisted candidates.
- You are required to attach a detailed CV and cover letter.
- Click on this Link to apply: <https://a.peoplehum.com/b2uzu>