

Senior 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 Senior Procurement and Supply Chain Officer is responsible for managing end-to-end procurement and supply chain activities to ensure timely, cost-effective, and compliant acquisition and delivery of goods and services. The role provides technical leadership on procurement, supports strategic sourcing and contract management, and coordinates closely with the operations & logistics department, and the finance department to optimize the overall supply chain.

Key Relationships

Role:	Senior Procurement and supply chain officer
Location:	Kigali, Rwanda
Report to:	Country Director
Contract Type:	Full time
Functional relationships:	All Rwanda SLT

Duties and Responsibilities

- Lead and manage the full procurement cycle, including requisition review, market assessment, tendering, bid evaluation, negotiation, contracting, and order placement in line with policies and regulations.
- Develop and implement procurement and supply chain strategies, annual procurement plans, and category strategies to achieve value for money, quality, and timely delivery.
- Coordinate closely with the operations & logistics department on delivery schedules, customs clearance, last mile- distribution, and resolution of delivery issues.

- Manage supplier prequalification, selection, onboarding, and performance evaluation, maintaining an up-to-date vendor database and fostering strong supplier relationships.
- Lead tender preparation and evaluation processes, prepare tender documents and evaluation reports, and make recommendations for award of contracts in line with approval frameworks.
- Draft, review, and manage contracts and service level agreements, ensuring clear specifications, deliverables, payment terms, and performance indicators.
- Monitor contract implementation, supplier performance, and compliance with terms, addressing disputes, variations, and claims where necessary.
- Analyze spend, market conditions, and supply risks, and prepare regular reports and dashboards on procurement and supply chain performance for management decision-making-.
- Ensure all procurement and supply chain activities comply with organizational policies, operating procedures, regulations, ethical standards, and audit requirements.
- Coordinate with all departments to consolidate needs, support development of specifications and terms of reference, and provide guidance on appropriate procurement methods.
- Maintain accurate and complete documentation and filing (manual and electronic) for all procurement and supply chain transactions, ensuring traceability and audit readiness.
- Provide technical guidance, coaching, and supervision to procurement and supply chain staff, promoting best practices and continuous improvement.
- Contribute to emergency or priority procurements by fast-tracking processes while maintaining- compliance and documentation standards.

Qualifications and Requirements

- Bachelor's degree in Procurement, Supply Chain Management, Business Administration, Finance, Engineering, or a related field; a professional qualification (e.g. CIPS) or master's degree is an added advantage.
- Minimum of 5–7 years of progressive experience in procurement and supply chain management, including at least 2–3 years in a senior or supervisory role.
- Demonstrated experience managing competitive tenders, complex or high value- contracts, and strategic sourcing initiatives.
- Proven experience working with ERP/procurement systems and strong skills in MS Excel and other analytical tools.
- Strong knowledge of procurement principles, public/organizational procurement regulations, contract law basics, and supply chain best practices.
- Excellent negotiation, analytical, and problem-solving- skills, with the ability to deliver value for money and manage risks.
- High level of integrity, professionalism, and commitment to transparency, accountability, and ethical procurement.
- Strong communication and stakeholder management skills, with the ability to partner effectively with internal clients and external suppliers.
- Strong organizational skills and ability to manage multiple priorities and deadlines in a fast paced- environment.
- Leadership and team management- capabilities, including coaching and mentoring junior staff.

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 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 the Link to apply: <https://a.peoplehum.com/g749g>