

PROCUREMENT OFFICER

Job Description

easyHATCH Ltd | Finance Department

| | |
|-------------------------|---|
| Job Title: | Procurement Officer |
| Department: | Finance |
| Reports To: | Finance Manager / CFO |
| Location: | Musanze, with periodic travel to hatchery, farm, and other production sites |
| Employment Type: | Permanent, full-time |

1. Role Purpose

The Procurement Officer owns the day-to-day procurement process at easyHATCH Ltd; running quotations and tenders, evaluating suppliers, issuing Purchase Orders, and ensuring every significant purchase is competitive, properly authorised, and compliant with the Supplier and Procurement Policy. The role sits in Finance and works closely with site operations teams, but its focus is upstream of theirs: securing the right supplier and the right deal, before goods ever move.

This is a process-and-governance-focused role. The person in it is the organisation's first line of defence against poor-value purchasing, undisclosed conflicts of interest, and weak supplier due diligence.

2. Key Responsibilities

2.1 Procurement Process Management

- Run the procurement process for all purchases, in accordance with the thresholds and methods set out in the Supplier and Procurement Policy.
- Prepare and issue Requests for Quotation (RFQ) and Requests for Proposal (RFP), ensuring solicitation documents are clear, complete, and sent to all qualifying suppliers on the same terms.
- Build and apply evaluation scorecards for purchases, balancing price, quality, delivery capability, and local/SME development criteria.
- Prepare evaluation summaries and recommendations for Department Head, CFO, or Board approval as required by the applicable threshold.
- Issue Purchase Orders for approved purchases and maintain the Purchase Order register.
- Monitor stock levels and reorder thresholds, and liaise with all department heads.

2.2 Supplier Onboarding and Due Diligence

- Manage new supplier registration, collecting RDB incorporation documents, RRA tax clearance certificates, banking confirmation, and insurance certificates as required.
- Conduct anti-corruption due diligence on new and existing suppliers, including beneficial ownership checks and conflict-of-interest screening, in line with the Anti-Corruption Policy.
- Maintain and quarterly-review the Approved Supplier List, removing suppliers whose documentation has lapsed or whose performance has deteriorated.
- Flag any supplier connection to a public official or politically exposed person to Legal & Compliance before any engagement proceeds.

2.3 Contract and Single-Source Administration

- Support the preparation and review of supplier contracts in coordination with the legal counsel, ensuring key terms (pricing, payment, warranties, termination) are captured correctly.
- Prepare Single-Source Motivations for non-competitive purchases, documenting the justification and obtaining the required approvals.

- Maintain the Contract Register entries relevant to procurement and track contract renewal and expiry dates, flagging upcoming actions to the relevant department head.

2.4 Compliance, Controls, and Reporting

- Enforce segregation of duties and the three-way match (PO, delivery confirmation, invoice) before any payment is released.
- Prepare the monthly procurement summary for the CFO, covering all purchases, single-source awards, and any declared conflicts of interest.
- Support Internal Audit's quarterly procurement controls review, providing documentation and explanations as required.

3. Required Qualifications and Experience

- Bachelor's degree in Procurement, Supply Chain Management, Business Administration, Finance, or a related field (or equivalent demonstrated experience).
- Minimum 2-3 years' experience in a procurement, purchasing, or contracts role, ideally with exposure to competitive tendering and supplier evaluation.
- Working knowledge of procurement governance principles, including approval thresholds, segregation of duties, and anti-corruption due diligence.
- Strong proficiency in Microsoft Excel; comfort working with evaluation scorecards and procurement registers.
- High personal integrity and comfort pushing back on requests that don't follow the proper process, including from senior colleagues.
- Experience in agriculture, manufacturing, or another operationally intensive sector is an advantage but not a prerequisite.

4. Core Competencies

| Competency | What This Looks Like in Practice |
|-----------------------------------|---|
| Integrity and Impartiality | Applies the same standard to every supplier and every requester; declares conflicts proactively and never lets relationships shortcut the process. |
| Negotiation | Secures fair pricing and terms without damaging the supplier relationship needed for ongoing delivery. |
| Process Discipline | Follows the procurement process consistently even under time pressure, and is comfortable saying 'not yet' when a step is missing. |
| Analytical Thinking | Builds and reads evaluation scorecards accurately, weighing price against quality, risk, and total cost of ownership. |
| Stakeholder Management | Works constructively with requesting departments who want their order fast, and with Finance who want it controlled, without becoming a bottleneck or a pushover. |
| Attention to Detail | Catches missing documentation, threshold breaches, and contract terms that don't match what was agreed. |

5. Working Conditions

- Based primarily at Head Office (Musanze), with periodic travel to production sites; to support supplier evaluations and site-specific procurement needs.
- Occasional travel to supplier premises within Rwanda for due diligence visits or contract discussions.

Send application to: careers@easyhatch.rw

Note: This job description is indicative of the duties and responsibilities of the role and is not exhaustive. It may be reviewed and updated from time to time in consultation with the role holder, consistent with the flexibility provisions of the Employment Contract.