



Vacancy Announcement

Margibi University
(formerly Harbel College)

Position Title: **Director of Procurement**
Division: **Administration**
Reports To: **Vice President of Administration**
Salary / Benefits: **Commensurate with position and experience**
Closing Date: **October 21, 2024**
How to Apply: **Email CV, Credentials, Contacts for 3 References, and Cover Letter to: hr@hc.edu.lr**

Position Summary:

Reporting to the vice president for administration, the Director of Procurement provides leadership and oversight to the institutional processes associated with all purchasing of goods and services with vendor contracting in support of the University's mission. The Director leads all efforts in negotiating costs and delivering effective and efficient products and services to the University. The Director of Procurement works cooperatively and collaboratively with all departments in providing procurement services. The incumbent will ensure compliance with university policies and Government of Liberia laws. This position requires high energy, and high-level business acumen; and collaborative leadership, organizational and communications skills.

Position Responsibilities:

- Directs the daily operations of procurement activities, ensuring goods and services are procured and delivered on time and efficiently in accordance with established agreements, and GOL laws.
- Ensures and apply procurement best practices, risk mitigation, and effective buying strategies.
- Sets appropriate deadlines and ensures timely completion of work.
- Directs the development and preparation of bid specifications, RFQs, RFPs, purchase orders, and contracts for the purchase or rental of goods, contract services, and/or other third-party contracts.
- Determines and selects appropriate contract requirements (i.e., deliverables, payment schedules, penalties, insurance requirements, dispute resolution procedures.)
- Ensures that bids and purchasing/contracting processes comply with up-to-date advertising and bidding requirements.
- Meets with and interviews vendors/suppliers/consultants to negotiate contract terms and conditions, as needed.
- Advises vendors of University policies and procedures; and organize potential product testing, demonstrations, and job walks for procurement projects.
- Maintains contract files and accompanying documents; and prepares quarterly summary reports for the President.



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- Develops, implements, and interprets policies; and ensures operating procedures are followed and documented for all key procurement processes.
- Resolves policy and procedural issues and makes exceptions as appropriate.
- Tracks procurement activities, and monitors buyer performance, university user satisfaction, supplier management, cost savings, and supplier diversity.
- Utilizes a data-driven approach to identify areas for improvement.
- Facilitates the resolution of procurement problems and complex contractual terms.
- Provides guidance on contracts, formal bids, RFQs, RFPs, and purchasing issues.
- Observes product inventory, disposal, and distribution of equipment and supply items.
- Declares university surplus property for review and approval by the Board of Trustees, as needed.
- Networks with professional counterparts outside of the University, and participates in professional associations to stay informed of new developments and technologies.
- Performs other related duties as assigned or requested by supervisor.

Minimum Requirements:

- Bachelor's Degree (master's preferred) in Business Administration, Supply Chain or related field, and a minimum of five (5) years progressively responsible experience in procurement and purchasing.
- Must possess applied knowledge of the principles, practices, methods and regulations of public procurement and competitive bidding procedures.
- The incumbent will have knowledge of contract language and the ability to interpret the intent and compliance with GOL requirements.
- Demonstrated knowledge and experience using an Enterprise Resource Planning (ERP) system for procurement operations, or any other purchasing program.
- Demonstrated intermediate Excel and Word skills, and internet research skills.
- Analytical skills as well as the ability to plan, organize, and prioritize.
- Effective interpersonal and communication (written and verbal) skills with a demonstrated ability to collaborate and influence across all levels of the organization.
- Females, and individuals with Law Degree are highly encouraged to apply