



SOMALI DEVELOPMENT & RECONSTRUCTION BANK

Job Description	
Post Title	Procurement Manager
Duty Station	SDRB Main Office
Expected starting data	January/February, 2025
Status	Permanent
Appointment Type	Full-time
Reports to	Director corporate service

ABOUT SDRB

The Somali Development and Reconstruction Bank (SDRB) has a legacy dating back to its establishment in 1968. SDRB was instrumental in Somalia's economic development through medium and long-term financing for private sector growth. After a period of inactivity due to civil conflict, the bank was reconstituted in 2012 and began a transformative journey in 2024 under new leadership. Today, SDRB aims to foster sustainable growth, support private sector development, and drive Somalia's economic transformation.

ROLE

The Procurement Manager will oversee the procurement operations of SDRB, ensuring cost-effective, efficient, and strategic acquisition of goods and services. This role involves managing the entire procurement cycle, negotiating contracts, fostering supplier relationships, and implementing best practices to support SDRB's operational and strategic goals. The Procurement Manager will play a key role in aligning procurement activities with the bank's commitment to sustainable development.

GENERAL DESCRIPTION:

The Corporate Services Directorate at SDRB plays a vital role in ensuring the efficient operation and overall success of the bank by overseeing several key internal functions. This includes managing Human Resources (HR), Finance, Information and Communication Technology (ICT), and Procurement, each of which is essential to supporting the bank's day-to-day activities and long-term

strategic goals. The Department has Five Divisions: (1) Human Resource Division, (2) Finance Division, (3) ICT Division, (4) Procurement Division and (5) Property Management Division.

DUTIES AND RESPONSIBILITIES:

1. Procurement Operations Management

- Coordinate all phases of centralized purchasing, proposals, purchase orders, and contracts.
- Ensure timely processing and payment of invoices by collaborating with the accounting team.
- Conduct market research to identify suppliers, compare prices, and select cost-effective, quality options.
- Develop and maintain procurement schedules to meet operational and strategic deadlines.

2. Supplier Relationship and Contract Management

- Foster and maintain strong relationships with suppliers, ensuring their performance meets SDRB's standards.
- Negotiate and prepare contracts with local and international suppliers to secure favorable terms.
- Conduct performance assessments of suppliers and implement improvement plans as necessary.
- Review and negotiate existing agreements to optimize terms and ensure compliance.

3. Strategic Procurement Planning

- Develop creative and innovative procurement processes, including e-procurement initiatives.
- Implement cost-saving strategies while maintaining quality and operational standards.
- Provide management reports and performance data, highlighting cost savings and opportunities for improvement.
- Align procurement policies and processes with SDRB's objectives and delivery targets.

4. Compliance and Best Practices

- Ensure compliance with SDRB's procurement policies, regulations, and international standards.
- Lead periodic reviews to identify and implement best practices in procurement.

- Manage risks associated with procurement operations, including vendor non-performance and budget overruns.

5. Leadership and Capacity Building

- Lead and mentor the procurement team, fostering a results-oriented and collaborative work environment.
- Provide continuous training and development opportunities to enhance team skills and performance.
- Set clear performance expectations and track the team's progress towards achieving goals.

6. Reporting and Performance Monitoring

- Provide regular reports to senior management on procurement activities, performance metrics, and challenges.
- Monitor procurement budgets and identify opportunities for cost reduction.
- Ensure accurate documentation of all procurement transactions for auditing and compliance purposes.

Deliverables

1. Efficient procurement processes aligned with SDRB's objectives.
2. Comprehensive reports on procurement performance, supplier assessments, and cost-saving initiatives.
3. Contracts and agreements optimized for value and compliance.
4. A skilled and motivated procurement team, trained in best practices and compliance.

QUALIFICATIONS AND SKILLS REQUIRED:

Master's degree from a reputable University is required in one of the following areas: Procurement, Business Management, Development Studies or similar. In addition to a master's degree, relevant professional certifications are highly advantageous, e.g., Certified Professional in Supply Management (CPSM), Certified Purchasing Professional (CPP), Certified Supply Chain Professional (CSCP), Certified in Production and Inventory Management (CPIM) and Certified Professional in Supplier Diversity (CPSD).

EXPERIENCE

- 5–7 years of professional experience in procurement or supply chain management, with at least 3 years in a senior leadership role.
- Proven expertise in managing large-scale procurement functions, strategic sourcing, vendor management, and contract negotiation.

Technical Skills

- Advanced understanding of financial principles related to procurement, including budgeting, cost control, and forecasting.
- Proficiency in procurement management systems and tools.
- Strong analytical, problem-solving, and report-writing skills.

LANGUAGE:

- English (Fluent)
- Somali

APPLICATION PROCEDURE:

Qualified candidates are invited to submit their applications, including an updated CV, cover letter, and relevant certificates, to ali.ahmed@sdrb.gov.so and copy a.roble@sdrb.gov.so and abubakar@sdrb.gov.so.

The deadline for applications is **19th December 2024**, midnight Mogadishu time. Incomplete applications will not be considered.

Note: SDRB is an equal opportunity employer. Female candidates are strongly encouraged to apply.