

# Job Description

Job Title:	Procurement and Logistics Officer
Group:	Operations
Dept/Project/Service:	Leaders in Teaching (LiT) Ethiopia
Reports to:	Finance and Grant Manager
Responsible for:	N/A
Usual office base:	Addis Ababa
Grade:	INSERT

## Project overview

The programme is a national programme aiming to enhance quality of teaching and learning in secondary education. The overall objective of the programme is to improve the transition of secondary school students to either post-secondary education or training or directly into the world of work by equipping them with relevant skills, knowledge, and attitudes through enhanced implementation of the competency-based curriculum. EDT are implementing this programme in partnership with two other organisations, one of whom, the Lead Partner, will also host the Project Management Unit (PMU).

## Job Purpose:

The procurement and Logistics Officer will lead and manage all procurement and logistics activities for the Leaders in Teaching (LiT) Ethiopia programme, ensuring compliance with organizational and donor policies, value for money, and efficient support to programme delivery. The role will be pivotal in enabling the programme's objectives of equitable access, inclusion, and effective resource management.

## Job Objectives:

### Procurement:

- Identify, evaluate, and manage relationships with suppliers, ensuring competitive and transparent procurement processes.
- Prepare and manage procurement plans, purchase orders, tender documents, and supplier contracts in compliance with organizational and donor requirements.
- Convene and serve as secretary to the Tender Committee, ensuring robust bid analysis and recommendations.
- Maintain and regularly update supplier databases, conduct supplier prequalification, and monitor supplier performance.
- Ensure timely processing of procurement requests, invoices, and payments, maintaining a clear audit trail.
- Support the development, review, and implementation of procurement policies and procedures, and train project staff in procurement best practices.

#### Logistics:

- Oversee logistics operations, including fleet management, inventory, and asset tracking, ensuring all programme vehicles and equipment are maintained and compliant.
- Coordinate the storage and transportation of goods, ensuring safe and timely delivery to project sites across Ethiopia's regions.
- Support the organization of meetings, workshops, and events, managing logistical arrangements.
- Maintain accurate records and filing systems for all logistics and procurement activities.
- Ensure compliance with health, safety, safeguarding, and environmental standards in all logistics operations.

#### Person Specification:

##### Knowledge

###### Essential:

- First Degree in Procurement, Logistics, Supply Chain Management, Business Administration, or related field.
- Strong understanding of procurement and logistics procedures, preferably in an NGO or donor-funded environment.
- Knowledge of ERP systems and procurement software

###### Desirable

##### Experience

###### Essential:

- Significant demonstrated experience in procurement and logistics on a donor funded education or development programme
- Demonstrated competence in managing procurement cycles, supplier relationships, and logistics operations.
- Experience establishing and maintaining office systems and procedures.

###### Desirable:

##### Skills

###### Essential:

- Excellent organizational, negotiation, and communication skills.
- Ability to work under pressure, manage multiple tasks, and meet deadlines.
- Strong analytical skills and attention to detail.
- High level of integrity, accountability, and commitment to organizational values.
- Team player with a collaborative approach and strong interpersonal skills.
- Proficiency in Microsoft Office and relevant procurement/logistics software.
- Commitment to safeguarding, gender equity, and inclusion.

## Our Values



*Education Development Trust is committed to safeguarding and promoting the welfare of everyone who comes into contact with us. We operate a zero-tolerance policy to sexual exploitation, abuse, and harassment (SEAH). Applicants must be willing to undergo safeguarding screening appropriate to the post, including checks with past employers and police checks. Successful candidates will be required to sign a safeguarding declaration to confirm that they will abide by edt's safeguarding policies and procedures, including, but not limited to, Protection from SEAH, and the Safeguarding Code of Conduct.*

*Education Development Trust also participates in the Inter Agency Misconduct Disclosure Scheme and we may request information from relevant job applicants' previous employers about any findings of sexual misconduct, including harassment, during employment, or incidents under investigation when the applicant left employment. By submitting an application, the job applicant confirms their understanding of these recruitment procedures.*