

Senior Procurement Officer

Job Title	Senior Procurement Officer
Grade	4
Reports to	Director of Operations
Duration	Two years with a possibility of extension
Location	Addis Ababa, Ethiopia
Contract Type	Full-Time
Background	
<p>The Senior Procurement Officer plays a central role in ensuring FSDE operates as a well-governed, efficient, and value-conscious organisation. Leading all procurement activity, the role is accountable for the design and delivery of timely, compliant procurement processes that support FSDE's programmes and operations. The postholder ensures that procurement activities align with budget cycles and donor requirements, while building internal capability and systems that support effective sourcing, planning, and execution.</p> <p>Acting as a strategic partner to programme and operations teams, the Procurement Manager enables FSDE to deliver on its mission by securing quality goods and services through fair, transparent, and auditable processes. The role plays a critical part in mitigating organisational risk, ensuring ethical standards are upheld, and supporting continuous improvement through audit engagement, system strengthening, and proactive compliance management.</p>	
About FSD Ethiopia	
<p>Established in 2021, FSD Ethiopia (FSDE) is an agency dedicated to fostering the development of accessible, inclusive, and sustainable financial markets for economic growth and human development.</p> <p>As a market facilitator, FSD Ethiopia supports market actors in addressing the root causes of financial system failures. Our primary focus is on achieving accessible, inclusive, and sustainable, thereby supporting Ethiopia's long-term development objectives.</p> <p>Our key responsibilities include identifying the underlying causes of financial system failures, facilitating collaboration among market actors to overcome these challenges,</p>	



and actively contribute to the establishment of a functional and efficient financial sector that benefits a broad range of individuals and businesses in Ethiopia.

FSD Ethiopia collaborates with various stakeholders in the financial sector - including the government, private sector, civil society organizations, and other development partners in the areas of financial inclusion, access to capital, and climate finance. FSD Ethiopia's interventions are closely aligned with national and regional policies as well as priorities for financial sector reform..

Aligning with the national economic reform agenda, FSD Ethiopia's work centred around three thematic areas across the financial sector landscape.

1. **Financial inclusion:** Driving increased access, usage, and quality of financial services for individuals, households, and MSMEs - including savings, payments, credit, insurance, and investment.
2. **Access to capital:** Expanding access to and breadth of efficient long/short-term financing options for private businesses of all scales, and the public sector, including equity, bonds, working capital, etc.
3. **Climate finance:** Mobilizing domestic and international capital to fund climate adaptation and mitigation projects and needs of government, businesses, and households, such as green bonds, carbon credits, and insurance.

About the role

The Senior Procurement Officer ensures timely, efficient, and compliant procurement across FSD Ethiopia. The candidate lead annual procurement planning, coordinate procurement schedules with programme teams, and manage the full procurement cycle—from tendering to contract finalisation. The officer oversees vendor engagement, ensures adherence to donor and internal policies, and maintains complete, audit-ready documentation. The candidate also support procurement system development and digitisation, contribute to risk management, and respond to audit requirements. With a focus on value for money, transparency, and strategic sourcing, the role is critical to enabling uninterrupted delivery of programmes and supporting FSDE's operational and strategic goals.

Key Responsibilities

Procurement Planning & Scheduling

- Develop and maintain FSDE's annual procurement plans and schedules in alignment with operational budgets and programme timelines, ensuring timely, coordinated, and cost-effective procurement across all departments.
- Participate in FSDE's annual planning cycle, engaging with department leads to identify procurement needs linked to their programme and operational priorities.
- Develop and maintain a comprehensive procurement plan that aligns with FSDE's strategy and cash flow forecasts; review and update quarterly in consultation with leadership.
- Coordinate procurement forecasting across departments to ensure timely resourcing and alignment with donor timelines and budget approvals.
- Monitor the implementation of procurement plans and schedules; flag delays or bottlenecks and propose mitigation actions to the Director for proactive decision-making.
- Maintain visibility of the procurement pipeline across teams and funding streams, producing regular updates that inform resource mobilisation and supplier readiness.

Vendor Management & Market Engagement

- Manage vendor identification, qualification, and engagement processes to ensure that FSDE has access to high-quality, reliable suppliers who meet value-for-money and compliance standards.
- Conduct regular market research and supplier mapping to identify qualified vendors that meet FSDE's technical, financial, and ethical standards.
- Lead transparent prequalification and due diligence processes to register preferred suppliers for recurring goods and services, ensuring alignment with donor and internal requirements.

- Coordinate the development and dissemination of Requests for Quotations (RFQs), Expressions of Interest (EOIs), and Requests for Proposals (RFPs), ensuring clarity and inclusivity in all calls.
- Manage the evaluation and scoring of supplier submissions; convene and support evaluation panels to ensure fairness, technical rigour, and conflict-of-interest safeguards.
- Maintain and periodically review the supplier database, including vendor performance ratings, blacklist status, and justification records to guide future sourcing decisions.

Procurement Execution & Contracting

- Lead the full procurement cycle, from tendering through to contract finalisation and delivery, ensuring accuracy, fairness, and timely acquisition of goods and services in line with FSDE policies and donor requirements.
- Support internal teams to develop clear, complete, and specification-aligned procurement documents, including scopes of work, ToRs, and evaluation criteria.
- Manage the end-to-end tendering process, from bid issuance to receipt and evaluation, ensuring strict adherence to FSDE's procurement thresholds and documentation standards.
- Oversee the negotiation and award process for successful bidders; ensure that contracts and purchase orders are accurate, timely, and reflect agreed deliverables and payment terms.
- Coordinate with suppliers and relevant internal stakeholders to ensure timely delivery of goods and services; verify conformity with technical specifications and delivery milestones.
- Ensure the completeness and integrity of all procurement records, including GRNs, delivery notes, payment requests, and signed contracts, and file them in FSDE's procurement management system.

Procurement Systems Development

- Design and continuously improve FSDE's procurement system to ensure it delivers timely, efficient, and compliant procurement processes that drive value for money across the organisation.
- Review and update FSDE's procurement policies, templates, and SOPs to reflect regulatory requirements, donor expectations, and good practice.
- Establish and maintain standard tools such as procurement checklists, contract templates, and evaluation formats to promote consistency and reduce procedural risk.
- Provide guidance and just-in-time support to staff across departments to ensure correct application of procurement procedures and full documentation of the procurement cycle.
- Lead or contribute to system digitisation initiatives as resources allow, coordinating user needs, documentation, and implementation planning to improve procurement workflow efficiency.
- Monitor the use and performance of FSDE's procurement system; gather staff feedback and audit findings to inform continuous improvement priorities.

Risk Management & Audit Compliance

- Ensure FSDE's procurement activities uphold ethical standards and mitigate risk by maintaining rigorous documentation, ensuring policy compliance, and responding effectively to internal and external audits.
- Identify procurement-related risks across FSDE's operations and develop practical controls, procedures, and guidance to minimise exposure and uphold ethical standards.

- Monitor compliance with FSDE's procurement policies and thresholds; flag deviations and advise on corrective actions to maintain audit readiness.
- Oversee the asset disposal process in line with FSDE policy, ensuring transparency, accurate documentation, and appropriate recovery of value.
- Maintain complete, audit-ready procurement records, including bid evaluations, contracts, approvals, and payment documentation, in accordance with FSDE's filing protocol.
- Respond to internal and external audit queries in a timely and accurate manner; track implementation of audit recommendations and advise the Director on areas requiring escalation.

Qualifications & Experience

- Bachelor's degree in Procurement, Supply Chain Management, Business Administration, Finance, or a related field; professional certification (e.g., CIPS, ISM) is highly desirable.
- Minimum of Seven (7) years' progressive experience in procurement or supply chain management, preferably in a donor-funded or non-profit environment.
- Proven track record in managing end-to-end procurement processes, including planning, tendering, contracting, and supplier performance management.
- Demonstrated experience in interpreting and applying procurement policies, donor compliance requirements, and national legislation.
- Prior involvement in procurement-related audits and responses, with responsibility for documentation quality and audit readiness.

Job Related Skills and Knowledge

- Strong technical understanding of procurement planning, market engagement, bid evaluation, and contract administration.
- Knowledge of procurement risk management frameworks, with experience applying internal controls throughout the procurement lifecycle.
- Familiarity with document management systems and procurement digitisation initiatives, with the ability to support system development and user engagement.

- Excellent document drafting skills, including the preparation of RFQs, ToRs, contracts, and evaluation reports.
- Proficient in supplier analysis and value-for-money assessments, with experience conducting supplier performance reviews.
- Strong understanding of ethical procurement principles, including conflict of interest management and transparency requirements.

Competencies

Competency	Level 1 <i>Foundation</i>	Level 2 <i>Specialist</i>	Level 3 <i>Manager</i>	Level 4 <i>Leader</i>
Ownership & Initiative		✓		
Demonstrates a strong sense of personal ownership that leads to taking responsibility, self-starting proactivity, and a commitment to driving organizational success.				
Learning & Adaptability		✓		
Exhibits openness and ability to learn, grow, and improve while fostering the same in others.				
Thought Leadership		✓		
Thinks clearly and intentionally, analysing information objectively, understanding issues and forming opinions.				
Execution & Drive for Results		✓		
Is keenly motivated to achieve goals and act with accountability to deliver quality results.				
Relationship Building		✓		
Initiates and maintains positive relationships with others; discerning and appreciating the values, concerns, or feelings of others.				
Communication & Influencing		✓		
Deliberately adjusts behaviour in order to address the feelings, needs or concerns of others; communicates clearly, confidently, and appropriately to influence others.				

Submission of Application:

How to Apply: Interested candidates should submit a CV a cover letter explaining their suitability for the role based on the responsibilities and qualifications listed in this terms of reference, clearly stating the position "**Senior Procurement Officer** "



for which they are applying, to jobs@fsdethiopia.org before the end of the business day on April 30, 2025.

Note: FSD Ethiopia is an equal opportunity employer and welcomes applications from all backgrounds.