

**Job Title:** Procurement Officer  
**Organization:** The Social Investment Fund  
**Location:** Accra  
**Job Type:** Full-time

The Social Investment Fund is seeking a highly skilled and experienced procurement professional to fill the role of a Procurement Officer. The successful candidate will assist in the effective and efficient conduct of all procurement activities in full compliance with the requirements and procedures of Donors and the Public Procurement Law.

### **Job Description**

The Procurement Officer is to assist the Director of Procurement in procurement planning and reporting; preparation of documents for procurement of works, goods and services; management of project procurement; and contract and document management.

### **Duties and Responsibilities**

- a) Assist the Director of Procurement in procurement planning and reporting; preparation of documents for procurement of works, goods and services; and contract management
- b) Manage procurement activities, including tendering processes, evaluation, contracting, and contract management
- c) Implement strategic sourcing to maximize value for money by conducting market surveys to ascertain the best products and suppliers related to best value, delivery schedules and quality
- d) Develop database, mechanisms and metrics to track suppliers, contractors and consultants' performance related to delivery, quality and cost
- e) Develop, maintain and update the annual procurement plan for goods, services and works and implement activities in accordance with the approved Procurement Plan;
- f) Ensure that procurement procedures and processes comply with the Public Procurement Act, 2003 (Act 663) as amended, its regulations and guidelines.
- g) Perform such other tasks assigned by the **Chief Executive Officer and Director**

of Procurement from time to time, as may be necessary.

### **Qualifications, Experience and Skills**

The successful applicant must have:

- A good first degree in Procurement, Logistics, Supply Chain Management, Engineering, Administration, Law, or any other relevant field, along with a minimum of 6 years of post-qualification experience, and a Master's degree in the relevant subject with at least 2 years in a position;
- Postgraduate training in procurement or related subject, or equivalent by experience;
- A minimum of 5 years of relevant and demonstrable experience as a Procurement Officer;
- A very good understanding of the Public Procurement Act, 2003 (Act 663) as amended (Act 914)
- Having specific experience in AfDB or World Bank procurement procedures will be a significant advantage.
- An applicant shall be a member in good standing of a recognized professional body in the related field;
- Excellent analytical skills and report writing;
- Computer literacy and competence: Microsoft Word, Excel, PowerPoint;
- Excellent organizational and record-keeping skills;
- Good team player while being independent and able to work autonomously.

## **How to Apply**

If you are a motivated and results-driven procurement professional, please submit your application, including your resume and cover letter, to the Contact Information below.

## **Closing Date**

- Applications should reach the **Chief Executive Officer** through **info@sifinghana.org** or in person or by post to the address below not later than the close of day on **16th May, 2025**.
- Additionally, as part of the application, applicants should submit the names, telephone and email details of three persons familiar with their professional competencies, and who are willing to provide references for the applicant.

**The Social Investment Fund**  
**The Executive Director**  
**P.O. Box CT3919, Cantonments, Accra, Ghana**  
**Tel: +233-0302-778921-3 Fax: +233-0302-778404**  
**Digital Address: GL-090-7437**  
**Email: [info@sifinghana.org](mailto:info@sifinghana.org)**