

Procurement Officer – Addis Ababa, Ethiopia

Company Overview

The Pharo Foundation (the “Foundation”) is a privately funded entrepreneurial organisation that runs philanthropic programmes as well as a for-profit arm, Pharo Ventures. The Vision of the Foundation is an economically vibrant and inclusive Africa. The Mission is to achieve the Vision by investing in the human and physical capital of Africa, with a strong focus on job creation.

Established in 2011, The Foundation has been implementing numerous programmes in Ethiopia and Somaliland and is in the process of expanding into Rwanda and Kenya. The strategic pillars of the Foundation are education, health, water, and agriculture. One such example is the large scale water project starting to be implemented in Somaliland with the aim of bringing water to 6,000 households and their livestock. In 2020, the Foundation also established Pharo Ventures, its wholly owned social enterprise arm, with the objectives of economic value and job creation in East Africa. Pharo Ventures has already embarked on a series of ambitious businesses in Somaliland and Ethiopia in the construction and agro processing sectors and is about to launch its first Kenyan venture.

The Pharo School Homosha is currently one of our largest education projects in Africa. Assosa is the capital city of BGRS has an airport with daily flights. We are 45 minutes’ drive away from Assosa in a safe and peaceful location of Benishangul-Gumuz Regional State. Extending over 3.4 hectares, the school has a modern fully-fledged campus with a 240 girls’ boarding capacity, aiming to offer the best educational and boarding opportunities to bright and driven girls from across the region.

We follow the Ethiopian National Curriculum with aspects of international best practices. Our focus on female education is in recognition of the challenges in accessing education, which prevents many from unlocking their full potential. This shapes the School’s vision of achieving all round academic and personal development of girls to reach their highest potential and become future leaders and role models. We are affiliated with, UK Assessment Providers, International Safer Internet Day as well as offer the STEM programme as a part of our after-school enrichment programme. We have dedicated staff from all over Ethiopia who bring their wealth of experience to our students.

At Pharo School Homosha, we believe that our students should receive a broad, balanced and student-centered education. This will develop an effective combination of creativity, confidence and courtesy, which will equip our young as global citizens to cope with the demands of life in the 21st century, wherever they may live in the world. Teachers at Pharo School Homosha treat all students consistently, with respect and consideration, and show concern for their development.

Headquartered in London, the Foundation has an operational head office in Nairobi, Kenya with country offices in Ethiopia (Addis Ababa and Assosa), Somaliland (Hargeisa), and Rwanda (Kigali) with further expansion plans in Africa.

Position Summary

The position holder is in charge of planning and executing all forms of procurement for the Pharo School Homosha. They will assist the Country and Homosha Offices in obtaining high-quality goods and services on time and at reasonable pricing. The Foundation is seeking a capable and dedicated Procurement Officer who is enthusiastic about their work and eager to make a difference.

Role: Procurement Officer, The Pharo School Homosha

Location: Addis Ababa, with frequent travel to Homosha

Employment Duration: Permanent

Reporting to: Head of School, Homosha

Functional Relationships: Finance and Administration Manager, Country Office and Finance and Human Resources Manager, Pharo School Homosha.

Key duties and responsibilities

- Ensure smooth, transparent, and timely procurement of products and services.
- Prepare procurement plan in collaboration with Pharo School Homosha team.
- Before processing any purchase requests, ensures the purchase request template is fully completed with a high level of attention to detail.
- Collect quotations, conduct price analysis, and compare supplier quotations in respect of terms of reference and price enquiry.
- Create a supplier database in coordination with the Pharo School Homosha and Finance and Administration teams in both the Country and Homosha offices.
- Review quotations and verify the supplier's eligibility, legal document authenticity, and other critical details, and immediately notify the line manager if there are any uncertainties or conflicts of interest.
- Place orders, collect goods, and make payments to supplier(s) in an efficient manner.
- Prepare a procurement tracker, update the weekly procurement report, and share it with the Pharo School Homosha team via SharePoint.
- Maintain procurement files in organised and traceable manner.
- Prepare contract agreements.
- Facilitate transportation of goods from Addis to Homosha.
- Any other related duties assigned.

Qualification Requirements

- Bachelor's degree in purchasing management, supply chain management, management or a similar discipline.
- Minimum of five years relevant experience in a similar organisation(s).
- Successful and proven experience in managing multiple tasks in a modern busy office environment.
- Competent in relevant computer skills.

- Excellent oral and written communication skills in Amharic and English. Knowledge of the local language is a plus.

Personal Attributes

- Great attention to detail and a flexible approach to work.
- High professional and ethical standards.
- Structured and process-oriented.
- Excellent time and project management skills with the ability to balance multiple priorities.
- Motivated to learn and perform and not afraid to ask questions.
- Willing to challenge the status quo and add value by introducing positive change.
- Excellent communicator and comfortable to work in a team environment.
- Positive outlook and outgoing personality with solid leadership, interpersonal and diplomatic skills.

Application Procedure

Review of complete applications will be on a rolling basis. In the event that we identify an outstanding candidate early in the search process, we reserve the right to appoint before the deadline. For this reason, we encourage interested candidates to apply at the earliest possible time. Due to the high volume of applications, we regret that we will only be able to contact shortlisted candidates.

Please send the information listed below, as a single PDF file, to the following email address: **recruiting.et@pharofoundation.org**. Please indicate **“Procurement Officer, Addis Ababa”** in the email subject line.

1. A detailed CV and Covering Letter. In your cover letter, please add where you saw this advertised i.e state where you heard about this position e.g. through our website, jobs board, etc.
2. A 500-word essay on the below:
 - a) What experience have you gained that makes you the most qualified candidate for this role?
3. One-page list of five references with current addresses, phone numbers, and email contacts.

Female applicants are highly encouraged to apply.