



UNIVERSAL ACCESS FUND
BRIDGING THE COMMUNICATION GAP

The Universal Access Fund (UAF) was established out of the ICT policy of 2019- 2024 by the Government of Liberia to address the lack of services in areas that the market has proven to be deficient in meeting the communication needs of the people either due to lack of incentives or due to the lack of ability for end users to pay. Its provision is therefore need-based rather than being demand driven.

The Universal Access Fund (UAF) is seeking qualified and experienced individuals to apply for the position of Procurement Supervisor. The Procurement Supervisor will play a critical role in overseeing and managing the procurement processes, ensuring compliance with relevant policies and standards, and contributing to the effective and efficient operation of the UAF.

YOUR MISSION

Lead, oversee and monitor all procurement for the institution.

- Develop and implement procurement strategies that are cost-effective and comply with legal requirements
 - Develop sourcing strategies, coordinate with vendors, negotiate contracts, analyze costs, manage logistics, and find ways to reduce procurement costs
 - Implement an effective inventory management system
 - Determine methods of procurement such as direct purchase, quotes or bids
 - Participate in the preparation and review of bid proposals and the negotiation of contracts within budgetary limitations
 - Source and negotiate with reliable suppliers and vendors to secure advantageous terms and contracts
 - Review and monitor the progress and quality of orders
 - Manage and coordinate a team of procurement staff.

YOUR PROFILE

Experience:

- Bachelor's degree in Procurement, Business Administration, Supply Chain Management, or a related field.
- Professional certification in Procurement or Supply Chain Management (e.g., CIPS, CPSM) is desirable.
- 5-6 years of work experience in procurement or related areas

Expected skills:

- Ability to foster positive, collaborative partnerships with suppliers
 - Ability to work in a team
 - Ability to present cost/benefit to Management
 - Skilled in pricing and cost analysis/cost reduction techniques
 - Proficiency in English

Personal qualities:

- Results oriented.
- Good working skills: this position requires a strong commitment and perseverance.
- Moral qualities: honesty, humility, respect.

HOW TO APPLY:

Interested applicants are invited to send their applications and updated resumes to the following email addresses:

- jelco2006.jel@gmail.com
- jl.monbo@universalaccessfund.com

The Subject of the email: Procurement Supervisor

Deadline: February 21, 2025