



Admin and Procurement Officer

OVERVIEW

The Ellen Johnson Sirleaf Presidential Center for Women and Development (EJS Center) is a nonprofit organization dedicated to advancing women's leadership across Africa. We are seeking an organized and dedicated individual to serve as the Admin and Procurement Officer, responsible for supporting the operational and procurement needs of the organization.

The Admin and Procurement Officer will be responsible for overseeing administrative functions and managing the procurement processes within the organization. This includes ensuring the smooth operation of day-to-day administrative tasks and ensuring compliance with procurement policies and procedures for the efficient use of resources.

Reports to: Executive Director/Chief Operating Officer

Employment Type: Full-time

Location: Liberia

RESPONSIBILITIES

Administration

- Manage and maintain office systems, including document filing, record-keeping, and correspondence.
- Organize meetings, conferences, and events, ensuring logistics are in place.
- Assist with HR administration, including maintaining staff records, handling leave requests, and managing employee documentation.
- Provide general administrative support to staff, including preparing reports, presentations, and other documents.
- Ensure that office supplies and equipment are well-maintained and stocked.

Procurement

- Manage the procurement process, ensuring adherence to the organization's procurement policies and procedures.
- Identify the procurement needs of various departments and coordinate the purchasing process for goods and services.
- Prepare and issue requests for quotations (RFQs), proposals (RFPs), and tenders.
- Evaluate suppliers and vendors, negotiate terms and prices, and maintain relationships with key suppliers.
- Ensure that all procurement documentation is accurate, complete, and compliant with organizational and donor requirements.
- Maintain an updated supplier database and track procurement activities.
- Prepare reports on procurement activities and ensure proper record-keeping for audits and compliance.

QUALIFICATIONS AND EXPERIENCE

- A minimum of a bachelor's degree in Business Administration, Procurement, Supply Chain Management, or a related field.
- At least 2 years of relevant work experience in administration and procurement, preferably in a nonprofit or similar sector.
- Experience working with procurement policies, vendor negotiations, and supplier management.
- Strong organizational and time-management skills.
- Good negotiation and communication skills.
- Proficiency in Microsoft Office Suite (Excel, Word, PowerPoint).
- Knowledge of procurement software or systems is a plus.
- Ability to work under pressure and meet deadlines.

HOW TO APPLY

The Admin and Procurement position is **Open Until Filled**.

Interested candidates should submit their resume and cover letter at <https://ejscenter.bamboohr.com/careers/39> . Shortlisted candidates will be contacted for interviews.