



Application should be sent to:
AMARecruitment@au-ama.africa

JOB ADVERTISEMENT REF # AMA/PROCUREMENT/0370/07.26

Procurement Officer			
Reports to	Chief of Staff	Directorate/Department	Office of Director General
Number of Direct Reports	0	Division	Operations and Logistics
Number of Indirect Reports	0	Family	Subject Matter Expert
Job Grade and Step	P2-Step 5	Level	2
Number of positions	1	Location	Kigali, Rwanda
Profile Verified by:	01-July 2026	Contract Type	Fixed term Contract
Profile validated by:	01-July 2026	Gender Mainstreaming	AMA is an equal opportunity employer, and qualified women are encouraged to apply

Only candidates who meet all job requirements and are selected for interviews will be contacted

AU Values	<ul style="list-style-type: none"> Respect for Diversity and Team Work Think Africa Above All Transparency and Accountability 	<ul style="list-style-type: none"> Integrity and Impartiality Efficiency and Professionalism Information and Knowledge Sharing
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Job Purpose

To provide effective end-to-end procurement support to the African Medicines Agency (AMA) by delivering timely, compliant, and value-for-money procurement services, while contributing to the continuous strengthening of procurement processes in line with African Union regulations.

- Main Functions**
- Lead the preparation, monitoring, updating, and reporting of AMA's Annual Procurement Plan and procurement pipeline to ensure alignment with approved work plans, budgets, donor commitments, and organizational priorities.
 - Manage end-to-end procurement activities for goods, works, and services, from requisition to contract award and delivery.
 - Support procurement needs across AMA units by ensuring timely, transparent, and compliant procurement actions.
 - Prepare solicitation documents (RFQs, RFPs, ITBs) in line with AU procurement rules and approved methodologies.
 - Conduct and support bid evaluations, prepare evaluation reports, and draft recommendations for approval.
 - Track purchase orders and contracts to ensure timely delivery and completion of services and goods.
 - Monitor implementation of procurement contracts and framework agreements, including supplier performance, deliverables, milestones, contract amendments, contract renewals, and close-out activities.
 - Serve as Secretary to the Internal Procurement Committee (IPC), including preparation of submissions, agendas, evaluation reports, minutes, action points, and follow-up of committee decisions.
 - Maintain and update AMA's supplier database and vendor performance records and support supplier market assessments and due diligence activities.
 - Provide day-to-day guidance and advice to internal stakeholders on procurement processes and requirements.
 - Coordinate with AU Finance, Legal, and Procurement oversight entities to ensure compliance and timely approvals.
 - Engage suppliers and service providers professionally, ensuring fairness, transparency, and value for money.
 - Ensure procurement files, records, evaluation reports, approvals, contracts, and supporting documentation are complete, accurate, and audit-ready at all times.

Specific Responsibilities

- Prepare solicitation documents (RFQs, RFPs, ITBs, EOIs, and related procurement documentation) in accordance with AU Procurement Rules and Procedures.
- Organize and support procurement evaluations, including preparation of evaluation reports and recommendations for approval.
- Prepare and monitor purchase orders, contracts, and framework agreements to ensure timely delivery of goods, works, and services.
- Support the preparation, updating, implementation, and monitoring of AMA's Annual Procurement Plan and procurement pipeline.
- Serve as Secretary to the Internal Procurement Committee (IPC), including preparation of submissions, agendas, minutes, action trackers, and follow-up of committee decisions.
- Maintain complete and accurate procurement records, filing systems, contract registers, supplier databases, and procurement trackers to ensure transparency and audit readiness.
- Monitor supplier performance, contractual obligations, deliverables, milestones, renewals, amendments, and contract close-out activities.
- Conduct supplier market assessments, due diligence reviews, and vendor performance monitoring activities.
- Identify procurement, contractual, financial, and compliance risks and recommend appropriate mitigation measures.
- Liaise with AU Finance, Legal Counsel, Procurement Oversight Bodies, and other relevant stakeholders to ensure timely approvals and compliance with applicable policies.
- Provide procurement guidance and advisory support to AMA business units on procurement planning, documentation, and procedural requirements.
- Prepare periodic procurement performance reports, procurement status updates, expenditure tracking reports, and procurement analytics for management review.
- Flag procurement delays, bottlenecks, compliance concerns, and implementation challenges and recommend practical corrective actions.
- Support procurement-related meetings, missions, workshops, conferences, and institutional events as required.
- Contribute to the development and continuous improvement of procurement policies, procedures, templates, trackers, and standard operating procedures.
- Ensure all procurement actions are properly documented, auditable, and compliant with AU regulations and donor requirements.
- Perform any other duties assigned by the Chief of Staff.

Key Relationships

Internal Relationships

Who	Frequency	Why
• Director General	As and when the need arise	Support through the Chief of Staff
• Chief of Staff	Daily coordination	Performance management, Approvals, to provide advice, consultations, Planning and reporting
• AMA Team	As and when the need arise	Collaboration, consultations, documentation
• Business Units	As and when the need arise	Planning, Evaluation, Implementation of APP, reporting, issues resolution

External Relationships

Who	Frequency	Why
• Evaluation Committees	As and when the need arise	Evaluation process
• Internal Procurement Committees	As and when the need arise	Approvals
• Vendors,	As and when the need arise	Delivery, Contract implementation
• Bidders	As and when the need arise	Clarifications, Complaints
• Finance	As and when the need arise	Budget issues, payments
• Office of Legal Counsel	As and when the need arise	Contracts clearance, termination and dispute resolution
• Communications	As and when the need arise	Advertising of bids

Academic Requirements and Relevant Experience

Bachelor's Degree in Procurement and Supply Chain Management, Purchasing and Supply Management, Business Administration, Commerce, Finance, Economics, Law, Logistics, Public Administration or related field. A minimum of five (5) years of progressively responsible experience in procurement, purchasing, supply chain management, contract administration, or related fields within government institutions, international organizations, development agencies, multilateral organizations, or large public or private sector entities.

Or

Master's Degree in similar studies with 2 years relevant work experience mentioned above.

Professional certification from CIPS, CPSM, CILT, Chartered Institute of Procurement & Supply, or an equivalent internationally recognized procurement body shall be an added advantage.

Experience in multilateral institutions, public sector organizations, international organizations, development agencies shall be an added advantage.

Required Skills

- Procurement planning, organisational and forecasting
- Contract management and supplier performance monitoring.
- Bid evaluation and tender management.
- Procurement risk management.
- AU procurement rules and procedures.
- SAP or ERP procurement systems.
- Report writing and procurement analytics
- Oral and written communication skills
- Strong analytical, problem-solving, and strategic thinking capabilities
- Ability to work under pressure and across business units, geographical locations and cultural sensitivity
- Ability to exercise sound judgment, discretion, confidentiality, and professionalism.
- High level of integrity, compliance to organization legal framework, accountability, initiative, and commitment to results.
- Ability to work effectively in a multicultural and multinational environment.
- Proficiency in one of the AU official working languages (French, English, Portuguese, Arabic, Kiswahili and Spanish). Fluency in another AU language(s) is an added advantage

Leadership Competencies

- **Change Management:** - Supports implementation of improvements in procurement systems, procedures, and practices. Demonstrates flexibility and promotes adoption of more efficient and compliant procurement approaches.
- **Managing Risk:** - Identifies procurement, contractual, financial, and compliance risks and proactively recommends mitigation measures to protect organizational interests and ensure business continuity.
- **Strategic Insight:** Understands how procurement activities contribute to AMA's strategic objectives and organizational priorities. Aligns procurement planning and execution with approved work plans, budgets, donor commitments, and institutional goals.
- **Driving Accountability and Results:** Delivers procurement outputs within established timelines and quality standards. Takes ownership of assigned responsibilities and follows through to ensure completion of procurement actions and contractual obligations.

Core Competencies

- **Teamwork and Collaboration:** - Builds productive working relationships with colleagues, stakeholders, suppliers, and evaluation committees. Promotes cooperation and information sharing to achieve common objectives.
- **Accountability Awareness and Compliance:** - Demonstrates commitment to AU procurement rules, policies, and ethical standards. Accepts responsibility for actions and ensures compliance in all procurement activities.
- **Learning Orientation:** - Continuously seeks opportunities to strengthen procurement knowledge, professional competencies, and understanding of evolving procurement best practices.
- **Communicating with Influence:** - Communicates procurement requirements, recommendations, and decisions clearly and professionally. Presents information effectively and responds constructively to stakeholder concerns.
- **Client and Stakeholder Orientation:** Provides timely, responsive, and practical procurement support to internal clients while maintaining compliance with organizational policies and procedures.
- **Planning and Organizing:** Effectively plans, prioritizes, and coordinates multiple procurement activities simultaneously to ensure timely delivery of goods, works, and services.

Functional Competencies

- **Analytical Thinking and Problem Solving:** - Identifies alternative approaches or actions to a problem, be able to make a decision and take action quickly and decisively when there is not enough information.
- **Job Knowledge and Information Sharing:** - Aware of the knowledge and information relevant to their roles and shares appropriately and participates in activities to facilitate sharing. Understands and complies with information management standards and guidelines.
- **Drive for Result:** - Identifies resources that are needed to achieve team goals. Keeps track of measures and outcomes against a standard that is not imposed by others.
- **Continuous Improvement Focus:** - Impacts job efficiency and objectives by doing something new and different within the area but not necessarily new to the work unit/organization
- **Procurement Planning and Management:** Develops, monitors, and updates procurement plans to ensure timely acquisition of goods, works, and services in accordance with approved budgets and organizational priorities.
- **Procurement Systems and Process Improvement:** Contributes to the development, refinement, and implementation of procurement systems, templates, trackers, standard operating procedures, and process improvements to strengthen institutional procurement capacity.
- **Tendering and Competitive Bidding:** Manages solicitation processes, prepares tender documentation, coordinates evaluations, and ensures fair, transparent, and competitive procurement practices
- **Contract Administration:** Monitors contract implementation, supplier performance, deliverables, amendments, renewals, and close-out activities to ensure contractual compliance and value for money.
- **Supplier Relationship Management:** Maintains constructive and professional relationships with suppliers and service providers while ensuring fairness, transparency, and ethical procurement practices
- **Procurement Compliance and Governance:** Applies AU procurement rules, policies, procedures, and controls consistently while ensuring procurement activities are compliant, auditable, and accountable
- **Negotiation and Vendor Engagement:** Participates in supplier negotiations and engagement processes to achieve favorable contractual terms, cost-effectiveness, and service quality.
- **Procurement Risk Management:** Identifies procurement-related risks and implements appropriate mitigation measures to minimize operational, financial, and reputational exposure.
- **Procurement Reporting and Analytics:** Collects, analyzes, and presents procurement data and performance information to support management decision-making and organizational accountability
- **Internal Procurement Committee (IPC) Secretariat Support:** Provides effective secretariat support to the IPC through preparation of submissions, agendas, minutes, action tracking, and follow-up of committee decisions
- **Audit Readiness and Documentation Management:** Maintains complete, accurate, and well-organized procurement records and documentation to support transparency, institutional accountability, and audit requirements

Tenure of Appointment

The appointment shall be made on a fixed-term contract for an initial period of two (2) years, aligned with the duration of the project grant supporting the establishment and operationalization of the AMA. The first three (3) months of service shall constitute a probationary period, during which the incumbent's performance, conduct, and suitability for the position shall be assessed. Any extension or renewal of the appointment shall be subject to the continued availability of funding, satisfactory performance, organizational requirements, and successful delivery of agreed outputs and milestones.

Remuneration

The salary attached to the position is an annual lumpsum of US\$85,212.07 (P2-Step:5) inclusive of all allowances for internationally recruited staff, and US\$66,751.81 inclusive of all allowances for locally recruited staff of the African Medicines Agency.

Note

The requirements and responsibilities contained in this job description do not create a contract of employment and are not meant to be all-inclusive. They may be amended by Management as organizational needs evolve. The incumbent may be required to undertake additional responsibilities consistent with the grade and nature of the position.

The African Medicines Agency is an equal opportunity employer committed to diversity, inclusion, integrity, professionalism, accountability, and excellence in service delivery.