

WE ARE HIRING

PROCUREMENT MANAGER

In 2017, Koa had a brilliant idea of how to contribute to sustainable growth in rural Ghana. The Ghanaian-Swiss start-up was born from a sophisticated concept, innovative processes and a lot of passion. Koa is the first cocoa fruit processor in West Africa and makes use of the pulp of the cocoa pods, thus reducing food waste and enabling Ghanaian cocoa farmers to earn an additional income. Koa's first factory has a capacity of 300 tons and the second factory has 2,500 tons. Today, over 100 employees in Ghana and Switzerland dedicate themselves to the growth of Koa to boost value creation in the cocoa-growing regions and to develop innovative and pioneering processes. Are you passionate about social impact? Join the Koa team now.

LET'S SUM IT UP!

The role of the Procurement Manager is to ensure that Koa Impact Ghana Ltd. (KIGL) operations have access to the necessary materials and non-capital equipment. The ideal candidate shall work closely with Operations, QATECH, Finance, and the Swiss HQ to coordinate sourcing, negotiation, and procurement (both locally and internationally) of high-quality processing materials and supplies while minimising costs and risks and ensuring a secure supply. He/she is responsible for managing and coordinating various purchases and the initial reception of goods at WH Accra.

RESPONSIBILITIES

Procurement and Materials Planning

- Develop and manage a procurement plan and purchasing strategy
- Develop and manage a system in collaboration with Supply Chain on stock reordering\

Cost Savings

- Develop and manage a framework for cost savings, institute and manage a system that forecasts price trends
- Develop and implement sourcing strategies to identify and evaluate suppliers globally, ensuring the best value proposition regarding quality, cost, and delivery.
- Perform cost-benefit and total cost of ownership analysis to assess procurement decisions and identify cost-saving opportunities..

Supplier Management

- Develop and manage supplier database
- Develop and implement key performance indicators (KPIs) to track supplier performance, quality, and delivery metrics, driving continuous improvement initiatives.

Procurement Policy, Risk Management and Compliance

- Ensure compliance with internal procurement

policy and procedures.

- Ensure compliance with international trade regulations, customs requirements, and ethical sourcing standards.
- Assess and mitigate risks associated with international procurement activities, including geopolitical, financial, and regulatory risks.

Budget Reporting

- Manage all operations within budget
- Ensure timely periodic reporting

Documentation and Contract Management

- Ensure all processes relating to material purchases are documented
- Implement and ensure compliance with Material Procurement contracts
- Manage all Material Procurement-related contracts with 3rd parties

Cross-functional Collaboration:

- Collaborate with cross-functional teams, including operations, finance, and logistics, to align procurement strategies with business objectives.
- Engage with the company's business units to understand their requirements and provide strategic procurement support.

- Communicate effectively across different business units and departments to drive consensus and alignment on the statuses of procurement activities and priorities.
- Implement and manage continuous improvements in the business activity
- Implement best practices and performance metrics to measure and monitor procurement performance.

Continuous Improvement

- Implement and manage continuous

REPORTING

The Procurement Manager reports to the Senior Supply Chain Manager and Operations Director

JOB REQUIREMENT

ACADEMIC QUALIFICATION

- Bachelor's Degree/FHS: Supply Chain, Business, or similar

WORK EXPERIENCE

- A 3-5 years experience in procurement/supply chain operations, logistics and supplier management.
- 1+- years in a team leader / managerial role is very advantageous.

COMPETENCE AND SKILLS

- Fluency in both verbal and written English and Twi
- Good leadership skills
- Project and resource management
- Good negotiation and communication skills



Interested applicants should send their resume with the job title as the subject to careers.gh@koa-impact.com not later than **10th May 2024**. Early applications are preferred. The targeted starting date is **1st July 2024**, job Location is **Akim Achiase** in the Eastern Region of Ghana.

KOA

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Corporation