



West African Football Union Zone B

PROCUREMENT OFFICER

The West African Football Union Zone B (WAFU B) is recruiting a Procurement Officer:

A) Key Responsibilities:

- Develop and implement procurement strategies that align with Zonal Union objectives.
- Source and evaluate suppliers, negotiating contracts to secure advantageous terms.
- Conduct market research to stay informed about trends and potential new suppliers.
- Manage the procurement process from requisition through to delivery, ensuring timely and cost-effective acquisition of goods and services.
- Maintain accurate records of purchases, pricing, and other important data.
- Collaborate with various departments to ensure alignment between procurement needs and business objectives.
- Monitor supplier performance, ensuring compliance with contractual obligations.
- Prepare procurement reports for management review.
- Ensure compliance with Zonal Union policies and regulatory requirements.

B) Profile:

Education:

- Bachelor's degree in Business Administration, Supply Chain Management, or a related field.
- Proven experience as a Procurement Officer or in a similar role.

Professional experience:

- 3-4 years of experience in a similar field;

Business know-how and IT skills:

- Strong understanding of procurement and supply chain management principles.
- Excellent negotiation skills and the ability to build and maintain relationships with suppliers.
- Proficient in Microsoft Office Suite and procurement software.
- Strong organizational and time-management skills.
- Ability to work independently and as part of a team.
- Excellent communication skills, both written and verbal.
- Knowledge of relevant laws, regulations, and ethical standards in procurement.

Email : contact@ufoawafub.com

Core competencies:

- **Teamwork:** Cooperates well with colleagues; offers assistance and support to others to achieve common goals; takes initiative to develop team spirit; remains available and helpful even in times of tension and stress.
- **Client Orientation:** Always shows respect for clients (colleagues, superiors, national associations, clubs, etc.); agrees with clients on their expectations and deliverables; meets client expectations; obtains positive feedback from clients; enjoys full trust from clients; anticipates their desires.
- **Professionalism:** Trustworthy and committed to quality standards and timelines; adheres to established budget framework; demonstrates good planning and anticipation; focuses on effective implementation; follows up after completion of activities; takes responsibility for own actions; sets an example for others.

Competencies and Characteristics:

- Team player
- Able to think strategically and conceptually;
- Service-oriented and able to understand the needs of the organization
- Committed to quality and results
- Good communicator and able to explain the point of view of the department;
- Resistant to stress; Competent in networking and relational matters, allowing regular contact with CAF management and staff

Language skills: English, French. Other languages are a plus

Other requirements: Experience in football is an asset

C) Advantages:

- An interesting and varied job in an exciting and innovative international organization;
- Attractive employment conditions;
- The opportunity to be part of a highly committed international team;

Place of service: West African Football Union Zone B (WAFU B) – Abidjan, Cote d'Ivoire

Contract duration: Unlimited

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If you have the necessary qualifications and wish to work for an international sports organization, submit your application in French and/or English (cover letter, CV and diplomas). Only direct applications that meet all the required criteria will be considered. Please send your application to the following address contact@ufoawafub.com

Deadline for applications: **25 September 2024**

Email : contact@ufoawafub.com