

28th October 2025

POSITION: Procurement Manager

ORGANIZATION: African Parks Congo

LOCATION: Nagero, Democratic Republic of Congo

REPORT TO: Finance Manager

Category: Position opened to Nationals

Type of Contract: Fixed term (24 months)

Start date: As soon as possible

BACKGROUND

African Parks is a non-profit conservation organization that takes full responsibility for the rehabilitation and long-term management of national parks in partnership with governments and local communities.

We currently manage 24 national parks and protected areas in 12 countries covering over 20 million hectares in: Angola, Benin, Central African Republic, Chad, Democratic Republic of Congo, Malawi, Mozambique, Republic of Congo, Rwanda, Zambia, Zimbabwe and South Africa. Sudan. In the Democratic Republic of Congo, African Parks manages Garamba National Park and its three adjacent hunting domains, forming the Garamba Complex.

MAIN FUNCTIONS AND RESPONSIBILITIES

Procurement Planning & Execution

- ▶ Develop and implement procurement plans aligned with departmental needs
- ▶ Coordinate annual procurement planning.
- ▶ Coordinate and manage the tendering process, including the preparation of Request for Quotations (RFQs), Request for Proposals (RFPs), bid evaluations, and contract awards.
- ▶ Ensure all procurement activities comply with internal policies, donor eligibility criteria (e.g., EU, USAID, UN, World Bank), and environmental standards.



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- Manage donor exemption processes and optimize import costs (e.g., package consolidation, transport negotiation).

Expression of Interest (EOI) for Supplier Database Maintenance

- Coordinate and manage periodic EOI processes to establish and update the supplier database.
- Define eligibility and qualification criteria in line with internal and donor standards.
- Collect and verify supplier documentation, including: Commercial Registration Certificate (RCCM), National Unique Identification Number, Tax Compliance Certificate, Localization Plan and Certificate, Bank Account Details, and other relevant legal and financial documents.
- Promote participation of local and regional suppliers.
- Ensure the supplier database is secure, categorized, and audit-ready.

Supplier and Contract Management

- Liaise with vendors, suppliers, contractors, and internal departments to ensure timely and quality delivery of goods and services.
- Monitor supplier performance and contract execution, resolving procurement-related issues as they arise.
- Promote local sourcing and sustainable procurement practices where feasible, in alignment with conservation and community engagement goals.
- Encourage suppliers to adopt eco-friendly practices and materials.

Documentation & Compliance

- Maintain accurate and complete procurement records (audit trail), including purchase requisition, IAF, contracts, purchase orders, delivery notes/service completion, and payment documentation.
- Ensure proper archiving and security of procurement documentation for audit and reporting purposes.
- Support internal and external audits by providing timely and accurate procurement data and documentation.

Reporting & Coordination

- Prepare regular procurement reports for management and donors, highlighting progress, challenges, and compliance status.
- Coordinate with finance and operations teams to align procurement activities with budgetary and operational plans.
- Develop and implement an annual vendor performance evaluation sheet for all registered suppliers.
- Highlight procurement contributions to sustainability and community engagement.
- Provide draft responses to the audit management letter.
- Secure the closure and resolution of audit findings with the rest of the team (Finance & Ops)



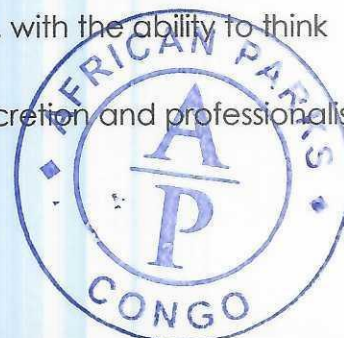
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EDUCATION AND PROFESSIONAL EXPERIENCE

- ▶ Master's degree in Procurement, Supply Chain Management, Business Administration, or a related field.
- ▶ Minimum 10 years of professional experience, including at least 5 years in procurement, preferably within conservation, INGOs, or the public sector.
- ▶ Thorough knowledge of national procurement laws and donor procurement procedures (e.g., EU, USAID, UN, World Bank).
- ▶ Strong negotiation, analytical, and communication skills, both verbal and written.
- ▶ Proficiency in procurement software and ERP systems (e.g., SAP, Kissflow, Microsoft Dynamics).
- ▶ High integrity, attention to detail, and a strong commitment to transparency and accountability.
- ▶ Excellent organizational and planning skills, with the ability to manage tasks under pressure and tight deadlines.
- ▶ Ability to gather, interpret, and analyze data, including working confidently with figures.
Sound judgment and decision-making skills, especially in complex and challenging environments.

CANDIDATE SPECIFICATIONS

- ▶ Excellent strategic planning skills with the ability to interact effectively across all organizational levels.
- ▶ Able to work independently with a high level of attention to detail and accuracy.
- ▶ Strong critical thinking and analytical abilities.
- ▶ Solid judgment and sound decision-making skills.
- ▶ Proven leadership capabilities and team management experience.
- ▶ Hands-on approach with the ability to perform under pressure and meet tight deadlines.
- ▶ Well-versed in national procurement laws and donor regulations.
- ▶ Proficient in Microsoft Office, particularly strong skills in MS Excel.
- ▶ Demonstrated knowledge of distribution systems and procurement best practices.
- ▶ Exceptional negotiation and supplier relationship management skills.
- ▶ High level of integrity and ability to maintain confidentiality.
- ▶ Basic understanding of accounting principles and financial analysis.
- ▶ Strong problem-solving and decision-making skills, with the ability to think independently and creatively.
- ▶ Ability to handle confidential information with discretion and professionalism.



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HOW TO APPLY?

To apply, send your application (maximum 500 kb), covering letter and CV to hr-garamba@africanparks.org, in copy albertor@africanparks.org by 12th October 2025 at the latest.

GNP Human Resources Department.

David Tshiebue
Head of Department

