

CALL FOR APPLICATIONS

Post	Procurement Officer
Department	Operations / Procurement
Location	CRID, Yaoundé, Cameroon (with frequent international liaison and travel to study sites)
Contract	Full-time, Fixed Term – 3 years
Report to	Procurement Manager
Project Background:	<p>This position is part of a multidisciplinary project including a large-scale cluster randomised controlled trial (cRCT) in Cameroon evaluating the impact of spatial repellents (SR) on malaria transmission and insecticide resistance in comparison to dual-active ingredient long-lasting insecticide-treated nets (LLINs). The project is funded by Unitaid and integrates a multidisciplinary approach involving epidemiology, entomology, modelling, social science, and cost-effectiveness analysis.</p> <p>The trial is implemented in collaboration with the National Malaria Control Programme (NMCP) and international partners including the Liverpool School of Tropical Medicine (LSTM) and the London School of Hygiene and Tropical Medicine (LSHTM). Effective and timely procurement of project materials and services is essential for successful execution of all components.</p>
Job Purpose	<p>The Procurement Officer will oversee the procurement of goods and services from both international and local markets. The officer will ensure that all procurement processes are transparent, cost-effective, timely, and in full compliance with CRID's procurement policy, Unitaid Guidelines, Model Quality Assurance System (MQAS), and international standards. The role is central to supporting field activities and ensuring the uninterrupted supply of critical research materials and services.</p>

Main Duties & Responsibilities

Collaborate with technical and field teams to forecast procurement needs across research domains (epidemiology, entomology, social science, etc.).



Develop and implement international sourcing strategies for equipment, diagnostics, and pharmaceutical supplies.
Identify and maintain a pool of reliable and prequalified international suppliers.
Ensure supplier compliance with WHO Good Storage Practices (GSP) and Good Distribution Practices (GDP).
Lead transparent international tendering and competitive bidding processes.
Negotiate contracts, Incoterms, pricing, and delivery schedules.
Raise and manage purchase orders; actively track shipments.
Coordinate inventory replenishment to avoid stockouts.
Work closely with logistics and customs agents for clearance and import compliance.
Maintain audit-ready procurement documentation, contracts, and performance records.
Provide regular updates on procurement activities, supplier performance, and risks.
Ensure adherence to Unitaid procurement standards and national import regulations.
Liaise with freight forwarders, insurers, and quality assurance providers.
Support field-level distribution of supplies according to study design and needs.

Qualifications, Skills, and Experience:

Essential

- Bachelor's degree in Procurement, Supply Chain Management, International Trade, Business Administration or related field (Master's preferred).
- Minimum 5 years' experience in international procurement within NGOs or donor-funded projects.
- Experience in multi-site procurement for field trials or research studies.
- Sound knowledge of international shipping, Incoterms, and customs clearance in Cameroon.
- Familiarity with MQAS and WHO pharmaceutical procurement guidelines.
- Strong negotiation and contract management skills.
- Excellent written and verbal communication in English (French is an asset).



- Proficiency in MS Office and procurement management software/tools.

Desirable

- Experience working with Unitaaid-funded projects or similar global health donors.
- Experience handling tax-exempt procurement and clearance procedures in Cameroon.
- Strong documentation and audit readiness orientation.

Benefits

- Competitive salary based on experience.
- Health insurance coverage and paid holidays.
- Opportunities for professional development and international exposure.
- Supportive, inclusive, and collaborative working environment.

APPLICATION INSTRUCTIONS

Applicants must submit the following documents as a single PDF

A cover letter outlining relevant experience and motivation for the position.

A curriculum vitae (max. 3 pages).

Copies of Certificates and transcripts.

Contact information for two professional referees (one being your last or current employer)

Working conditions

Full time, 40 hours per week.

Contract Duration:

How to Apply

Click on this link to apply: <https://forms.gle/NBHa8HN7Er3ewou58>



Deadline for applications	15 September 2025
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Note:

- Applications from **women** are strongly encouraged.
- Only shortlisted candidates will be contacted.