



**TERMS OF REFERENCE:  
ADMINISTRATIVE ASSISTANT – PROCUREMENT SUPPORT**

**Background**

The African Women's Development Fund (AWDF) was established in June 2000, as an Africa-wide philanthropic, grant making initiative to support the realisation and fulfilment of African women's rights through funding of autonomous women's organizations on the continent. AWDF believes that if women and women's organizations are empowered with skills, information, sustainable livelihoods, opportunities to fulfil their potential, plus the capacity and space to make transformatory choices, then we will have vibrant, healthy and inclusive communities. To achieve this, AWDF mobilises financial, human and material resources to support local, national, and regional initiatives for transformation led by African women.

AWDF supports change-makers; African women's activist organisations and individuals who have held and advanced the line on women's rights. We work to shape the future of Africa by resourcing women's rights organisations and movements that work towards the promotion and achievement of women's rights, through grant making, capacity building technical support, and amplifying African women's voices.

**Purpose of Consultancy:**

The Administrative Assistant – Procurement Support will be responsible for performing administrative duties relating to organizing and coordinating procurement activities to support a more holistic and efficient procurement work within AWDF. The post-holder will work closely with the HR/Admin team.

## **Scope of Consultancy**

- The Consultant will be responsible for but not limited to:
- Providing guidance and support on procurement activities in line with AWDF's procurement policy.
- Ensuring that all relevant documents (backup documents) – TORs, Proposals, Assessments, etc. of procurements done are well filed for future reference
- Developing an Annual Procurement plan using Departmental Annual Plans to guide procurement processes.
- Assisting in searching catalogues, internet sites, collating recommendations from trusted sources (partners, consultants, board, broader feminist network, other departments, etc.) looking for new suppliers to provide good and quality services to AWDF
- Maintaining Inventory (verify current inventory levels and keep records to prevent inventory gaps).
- Verifying supplies and ensure that the right products/services are delivered.
- Assisting in the provision of logistics support to relevant Units during Convenings and other organisational events.
- Assisting in performing reception duties as appropriate
- Providing general administrative duties to the HR & Admin team as and when needed.
- Performing other related duties that will be assigned.

## **Consultants Profile**

The consultant should be:

- A minimum of HND in Procurement, Administration or Human Resources Management
- Experienced in procurement, purchasing and supply
- Proficient in relevant computer applications such as MS Office

- Detail-oriented and highly organised person with excellent communication and multi-tasking skills,
- Commitment to the AWDF’s values of feminist leadership, accountability, diversity, respect and solidarity
- A good team player with excellent inter personal and analytical skills
- Must be honest and have high integrity
- Highly professional, adaptable to change and able to work independently
- Having a good judgement, willing to take initiatives and able to work well under pressure

### **Duration of Assignment**

The assignment is for Consultants based in Ghana and is for a period of 4 months starting from March 1, 2022.

### **Location**

The location of the assignment will be either Accra – Ghana, or remotely from any country on the African Continent

### **How to apply**

- Interested and qualified persons should please submit a cover letter and CV indicating previous experience and relevant field knowledge via email, to [consultants@awdf.org](mailto:consultants@awdf.org), with the email subject line:  
“Administrative Assistant – Procurement Support”  
Closing Date: 18<sup>th</sup> February, 2022.
- Qualified and interested African women are particularly encouraged to apply.