



# Career opportunity

**Job Description and Person  
Specification**

May 2019

# Legal advisor (Deputy Director)

The Legal Advisor will be responsible for the provision of legal advice and services to the organisation and its employees. This is a support function, where the role holder acts as a support lawyer or advisor to the organisation

## **Key Responsibilities**

- Provide advice on legal issues by applying legal principles to situations and recommendations
- Assist in drafting legal opinions, memoranda and other briefing documents
- Assist in reviewing legal materials as well as other relevant documents
- Keep abreast of legislative changes that may affect the organisation
- Document and maintain legal files and issues
- Provide advice on employment matters as well as review and update HR policies and employment contract terms to ensure legal compliance in employment law matters
- Manage the process of contract renewals, terminations and enforcement of contractual terms as necessary for the organisation
- Perform any other related duties as assigned by the Head of Legal

## **Essential and Desirable Criteria**

- Minimum of a Bachelor's degree in law
- A minimum of 4 years' experience at the Bar
- Training in relevant technical and professional matters, e.g. Data Protection, Local Governance etc
- Licensed to practice in Ghana

# Commercial/ procurement lawyer

The Commercial Law and Procurement Lawyer will be responsible for all issues pertaining to the organisations business transactions, acting as a legal advisor to the organisation in issues relating to contracts, procurement, trading and other corporate or constitutional and administrative matters to ensure compliance with statutory duties and obligations

## **Key Responsibilities**

- Draft and review commercial agreements such as building construction, sales, supply, agency, distribution, commercial lease, warehousing and logistics agreements
- Prepare, negotiate and advise on all aspects relating to multiple contract and procurement matters



- Execute and terminate distribution and supply agreements
- Assist in the representation of the organisation in litigation proceedings
- Manage the organisation's pipeline of supplier contracts, liaising with internal stakeholders for updates and ensuring that records are kept up-to-date
- Perform any other related duties as assigned by the Head of Legal

#### ***Essential and Desirable Criteria***

- BA degree in law;
- 4 years in the legal profession
- Experience in managing third party supplier processes for risk assessment and due diligence
- Licensed to practice in Ghana

# Sourcing Manager (Deputy Director)

The Sourcing Manager will be responsible for end to end sourcing of products and services essential for the operations of the organisation. In addition, the role holder will be responsible for identifying cost saving opportunities, creatively negotiating, in collaboration with the legal department, preparing contracts to ensure seamless availability of all products/services to support the organisations objectives.

#### ***Key Responsibilities***

- In charge of ensuring that the strategic sourcing management goals of the organisation are achieved
- In charge of negotiations for best possible cost saving transactions as well as developing "win-win" strategies that achieve sustainable relationships with suppliers
- Evaluate supplier competencies and competitive positioning
- Develop/review supplier agreements/contracts by working with cross-functional stakeholders and suppliers to reach agreement on contract terms and conditions
- Research and anticipate shifts in the negotiating power of suppliers
- Analyze industry trends to identify supply base issues in order to minimize risk, protect continuity of supply, and utilize emergent opportunities
- Maintain and develop supplier relationships
- Establish short and long term planning and budget development for the department to support the organisation's strategic business goals
- Establish purchasing policies and ensure its compliance within the department
- Continuously improve productivity and efficiency of processes throughout the department
- Develop forecasts on future demand and ensure orders are placed in a timely fashion based upon vendor lead- time
- Develop and implement sourcing and supplier selection strategy

#### ***Essential and Desirable Criteria***

- Minimum of a Bachelor's degree in supply chain management or a related field plus full relevant professional qualification from accredited institutions
- Minimum of five (5) years purchasing/strategic sourcing experience with three (3) years relevant operations/supply chain experience
- Adequate experience with contract manufacturing vendors
- Adequate knowledge of legal terminologies and language related to supplier and vendor agreements and contracts



# Supply & Materials Manager

The Supply & Materials Manager will be responsible for materials management function including storage and distribution of materials and products to meet the organisations objectives and customer requirements.

The role holder will also be responsible for Inventory Control, Shipping and Receiving and Material Stores

## ***Key Responsibilities***

- Ensure optimum inventory levels are maintained to facilitate on-time deliveries while minimizing carrying costs and premium transportation charges
- Oversee the purchasing of materials, equipment, supplies, and services for the operation of the organisation
- Investigate and solve problems resulting from material shortages
- Investigate possible deviations to production schedules
- Establish and maintain purchasing practices and policies to ensure fair, and ethical relationships with vendors.
- Responsible for the assessment of new materials and suppliers to ensure quality, reliability, prices, continuity, and delivery
- Regularly aware of markets pricing trends
- Ensure that the organisation's standard practices and procedures are adhered to in connection with the materials department functions

## ***Essential and Desirable Criteria***

- Minimum of a Bachelor's degree in supply chain management or a related field plus full relevant professional qualification from accredited institutions
- Minimum of five (5) years procurement experience
- Project management
- Cost accounting skills
- Ability to understand financial statements
- Understanding of e-business / e-procurement systems.
- Troubleshooting, problem solving
- Business ethics



# Procurement Officer

The Procurement Officer will be responsible for overseeing the activities of the department responsible for purchases, monitoring asset inventory as well as manage the daily procurement activities of the organisation

## **Key Responsibilities**

- Assist in the selection of suitable suppliers to promote good procurement practices with due regard to maintaining high purchasing standards
- Evaluate and regularly report the performance of suppliers
- Determine the procurement needs and delivery requirements of the organisation
- Ensure that orders are placed in a timely and efficient manner
- Monitor, evaluate and continually improve supplier performance
- Control and monitor purchasing expenses against approved budgets
- In charge of liaising with vendors on contracts terms
- Review and update inventory as required
- In charge of coordination order requests from various departments
- In charge of monitoring delivery times to ensure operational efficiency
- Liaise with team members and the Director (Procurement and Supply) in areas of commercial or reputational risk

## **Essential and Desirable Criteria**

- Minimum of a Bachelor's degree in supply chain management or a related field plus full relevant professional qualification from accredited institutions
- Minimum of two (2) years procurement experience with relevant operations/supply chain experience and knowledge of the implementation of procurement policy objectives
- Knowledge of the implementation of procurement policy objectives, and applying them in operations
- Ability to implement efficient organisational-specific processes to deliver on efficient procurement operations
- Ability to negotiate, establish and administer contracts

**To apply, please send your application with a detailed CV to [hr@kpmg.com.gh](mailto:hr@kpmg.com.gh) on or before 1 June 2019. Only short-listed candidates will be contacted.**





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