

LFLP IS HIRING

PROCUREMENT OFFICER

JOB DESCRIPTION – PROCUREMENT OFFICER

Job Title: Procurement Officer

Location: Lycée Français Louis Pasteur, Lagos – Nigeria

Job Family: Finance / Procurement

Contract: Permanent

Reports To: Director of Administration and Finance (DAF)

OVERALL PURPOSE OF THE ROLE:

The Procurement Officer supports, coordinates and implements the procurement activities of the Lycée Français Louis Pasteur in Lagos. The role focuses on the operational execution of purchasing processes to ensure the timely, compliant and cost-effective acquisition of goods, services and works required for the proper functioning of the school, in accordance with internal procedures, AEFE guidelines and applicable Nigerian regulations.

KEY ACCOUNTABILITY AREAS:

- Process purchase requests in accordance with internal procurement procedures.
- Prepare requests for quotations and collect supplier offers under DAF supervision.
- Compare quotations and prepare analysis summaries for validation by the DAF.
- Prepare purchase orders and follow up approvals.
- Track deliveries and services and report any non-conformities.
- Maintain accurate procurement records and documentation.
- Support supplier identification and basic performance follow-up.
- Ensure compliance with AEFE rules, internal controls and local regulations.
- Liaise with internal users (finance, HR, facilities, pedagogy) to clarify needs.
- Support inventory and asset tracking activities when required.
- Source, evaluate and select suppliers.
- Ensure that procurement records, supplier files and compliance documentation are accurately maintained, traceable and made available at any time for the purposes of internal control, internal audit, statutory auditors and the School Management Board, in accordance with LFLP governance rules.

CHARACTERISTICS OF THE ROLE

- Diploma or Bachelor's degree in Procurement, Supply Chain, Business Administration or related field.
- Initial professional experience (2- 4 years) in procurement or administrative purchasing.
- Good organisational and follow-up skills.
- Basic negotiation and communication skills.
- Proficiency in Microsoft Office (Excel, Word).
- Ability to work under supervision and follow established procedures.
- High level of integrity and respect for confidentiality.
- Interest in the Nigerian business and regulatory environment.

KEY PERFORMANCE INDICATORS (KPIs)

- Procurement cycle time (request to purchase order issuance)
- Rate of compliant procurement files (complete documentation, approvals, supplier compliance)
- Supplier database update rate
- Percentage of suppliers compliant with Nigerian regulatory requirements (CAC, TIN, VAT, permits)
- On-time delivery rate of goods and services
- Number of procurement non-compliances identified during audits
- Accuracy and completeness of procurement records
- Internal stakeholder satisfaction (Finance, HR, Facilities, Pedagogy)

APPLICATION PROCEDURE

The application file must include:

- a curriculum vitae (CV),
- a cover letter,
- a copy of diplomas,
- as well as any supporting documents relevant to the field of practice.

The complete application must be submitted no later than **February 20th, 2026** to the administration of the Lycée Français Louis Pasteur de Lagos, in digital format only, by email to the following address: lyceefrancais@lflp-lagos.com

Incomplete applications or applications submitted after the deadline will not be considered.