DBG Development Bank Ghana

TALENT SEARCH

HEAD OF PROCUREMENT

Development Bank Ghana (DBG) is a wholesale development finance institution established to provide long-term capital that supports inclusive and sustainable economic transformation in Ghana. The Bank works with Participating Financial Institutions (PFIs), businesses, development partners, investors, and other stakeholders to expand access to finance and mobilise capital for priority sectors and market segments.

JOB PURPOSE

The Head, Procurement provides strategic leadership and oversight for the Bank's procurement function, ensuring the efficient, transparent, and compliant acquisition of goods, works, services, and consulting assignments. The role is responsible for developing and implementing procurement strategies, governance frameworks, policies, and systems that deliver value for money, mitigate risk, support operational excellence, and align procurement activities with DBG's strategic objectives, regulatory requirements, and development mandate.

KEY RESPONSIBILITIES

1. Lead the development and implementation of DBG's procurement strategy, ensuring alignment with corporate objectives, approved budgets, and regulatory requirements.
2. Establish and oversee procurement governance frameworks, policies, procedures, controls, and operating standards that promote transparency, accountability, and value for money.
3. Provide strategic oversight of the end-to-end procurement lifecycle, including planning, sourcing, tendering, contract negotiation, supplier management, and performance evaluation.
4. Oversee the preparation and implementation of the Bank's annual procurement plan and ensure effective demand forecasting and procurement prioritisation across all departments.
5. Lead negotiations and provide executive oversight for high-value and complex contracts to secure optimal commercial, legal, and operational outcomes for the Bank.
6. Develop and maintain strategic relationships with suppliers, consultants, development partners, regulators, and other key stakeholders to enhance service delivery and institutional effectiveness.
7. Ensure compliance with applicable laws, regulations, DBG policies, governance requirements, and donor-funded procurement standards where applicable.
8. Identify, assess, and mitigate procurement and contract management risks, including financial, operational, legal, reputational, and supply chain risks.
9. Drive procurement transformation initiatives include process automation, digitalisation, cost optimization, sustainability, and continuous improvement programmes.
10. Provide procurement performance reporting and strategic advice to Executive Management, Management Committees, and the Board on procurement matters, supplier performance, contract exposure, and procurement risks.
11. Lead procurement audits, compliance reviews, and governance assessments, ensuring timely implementation of recommendations and corrective actions.
12. Build and develop a high-performing procurement team through effective leadership, coaching, performance management, and succession planning.

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QUALIFICATIONS AND EXPERIENCE

1. Bachelor's degree in Procurement, Supply Chain Management, Logistics, Business Administration, Finance, Law, or a related discipline.
2. Master's degree in Procurement, Supply Chain Management, Business Administration, Finance, or a related field is an advantage.
3. Professional certification such as CIPS, MCIPS, CPSM, or an equivalent procurement qualification is highly desirable.
4. Minimum of 12 years' relevant experience in procurement, supply chain management, strategic sourcing, contract management, or a related field, with at least 5 years in a senior management role.
5. Demonstrated experience in developing and implementing procurement strategies, governance frameworks, and procurement transformation initiatives.
6. Strong experience in contract negotiation, supplier relationship management, procurement planning, and procurement risk management.
7. Sound understanding of procurement legislation, contract law, governance requirements, and best procurement practices.
8. Experience in engaging executive management, regulators, auditors, development partners, and external stakeholders.
9. Experience within financial services, development finance, public sector procurement, or multinational environments will be an advantage.

KEY CAPABILITIES

1. Strong strategic procurement and supply chain management expertise.
2. Sound knowledge of procurement governance, contract management, and regulatory compliance.
3. Strong commercial acumen and ability to balance cost, quality, risk, and operational requirements.
4. Excellent contract negotiation and stakeholder management skills.
5. Advanced analytical, problem-solving, and decision-making capabilities.
6. Strong leadership, people management, and coaching skills.
7. Excellent report writing, presentation, and communication skills.
8. High levels of integrity, accountability, discretion, and professional judgment.
9. Ability to manage multiple priorities and deliver results in a dynamic environment.
10. Strong proficiency in procurement technologies and enterprise resource planning (ERP) systems.



Job Location: Accra, Ghana Application deadline: Two weeks after publication

To apply, interested candidates should send their CV and Cover Letter to recruitment@dbg.com.gh

The role being applied for should be the subject of email