

URAlA TRUST

JOB DESCRIPTION - PROCUREMENT OFFICER

Job details

Job title: Procurement Officer

Supervisor/Manager Title: Head of Finance and Support Services

Department: Support Services

Location: Nairobi

Job summary

The jobholder is responsible for the efficient and effective management of all procurement and supplies within the trust to effectively support Uraia's programme and support activities.

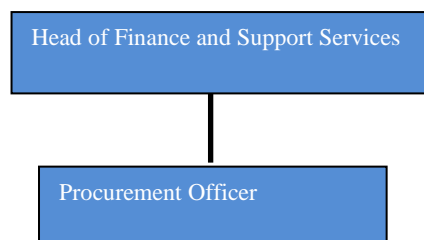
Key responsibilities

- Plan, direct, and coordinate all procurement and supplies activities of the Trust as directed by the Head of Support Services.
- Ensure the Trust gets value for money through procurement of quality goods and services and that all procurement processes adhere to set procurement guidelines/policies.
- Develop mechanisms and tools to monitor expenditure and advise the Trust on possible value add cost management measures.
- Develop procurement targets and prepare the annual procurement plan in liaison with departmental and unit heads to facilitate procurement of materials, supplies and services.
- Formulate a sourcing strategy for the materials, supplies and services in accordance with the Trust's policy and budgetary limits.
- Prepare and update the procurement manual for the Trust, ensure concurrence with the Head of Support Services on amendments and undertake training for the Implementing Partners.
- Develop the procurement budget and ensure all procurement expenditures are within budget.
- Coordinate the tendering process from preparation of bid documents to contracting.
- Ensure proper contract management including management of supplier relationships and ensure supplier performance monitoring and evaluation.
- Spearhead cost reduction in procurement initiatives at the Trust through implementing cost-effective stock holding levels.
- Undertake vendor background checks and maintain a database with vendors' details.
- Maintain proper procurement records to ensure an audit trail and update procurement files.
- Prepare monthly and quarterly procurement reports.
- Facilitate the engagement of all administrative services and monitor the performance of security contractors.
- Coordinate the effective management of the Trust's equipment and facilities including ensuring the repair and maintenance of buildings and other installations are promptly carried out.

Focus areas of responsibility - % of time spent

- Procurement and supplies management (procuring, tender, and contracts management, supplier relationships management, etc) - 80%
- Administrative responsibilities - 20%

Organisational positioning



Academic and professional qualifications

- An undergraduate degree in procurement or a business related field with professional qualifications in procurement or supply chain management (CIPS-UK, or equivalent).
- The job holder must be a member of the Kenya Institute of Supplies Management (KISM).

Experience

- At least four years' experience in procurement or supply chain management, preferably in an INGO or programme related environment.

Additional Skills

- Planning and coordination skills.
- Good oral and written communication skills.
- Decision making and sound judgement abilities.
- Quality orientation abilities.
- Negotiation skills.
- Interpersonal sensitivity skills.
- Problem solving and analytical skills.

Core technical skills required for the role

- Procurement and supplies management.
- A good understanding of local and international procurement guidelines and procedures.