

## Procurement Officer

<b>Job Title</b>	Procurement Officer	<b>Department</b>	Finance & Operations
<b>Reports to</b>	Supply Chain Manager	<b>Grade</b>	
<b>Direct Reports</b>	<ul style="list-style-type: none"> <li>N/A</li> </ul>		
<b>Job purpose</b>			
<p>This main purpose of this role is to undertake procurement of goods and services for the company in order to ensure timely delivery of goods and value for money.</p>			
<b>Key responsibilities</b>			
<ol style="list-style-type: none"> <li>Participate in the annual procurement planning process in collaboration with user departments.</li> <li>Receive and execute procurement requisitions from user departments for procurement of approved goods and services.</li> <li>Source for quotations from suppliers' and make recommendations on the best offer to the Head of Finance and Business Operations.</li> <li>Generate purchase orders and LPOs for approval by the Head of Finance and Business Operations.</li> <li>Make regular follow up calls to suppliers to ensure timely delivery of goods in line with requirements.</li> <li>Follow up payment of suppliers' invoices to ensure timely settlement.</li> <li>Raise import duty exemption documentation (C60) in compliance with statutory requirements.</li> <li>Carry out quarterly bond cancelation (C61) in compliance with statutory requirements.</li> <li>Prepare periodic procurement reports in a timely manner in line with requirements.</li> <li>Any other responsibilities that may be assigned to the job holder by the supervisor from time to time.</li> </ol>			
<b>Working relationships</b>			
<p><b>Internal Relationships:</b> The Procurement Officer is:</p> <ul style="list-style-type: none"> <li>Directly accountable to the Supply Chain Manager.</li> <li>Required to work with all departments in the company.</li> </ul> <p><b>External Relationships:</b></p> <ul style="list-style-type: none"> <li>Suppliers.</li> </ul>			

- Service providers.

### Knowledge, experience and qualifications required

- Degree in Procurement, Logistics and Supplies or any other business-related fields.
- Must be a Member of Kenya Institute of Supplies Management with a valid practising license.
- Chartered Institute of Procurement and Supplies
- Minimum 3 years' experience in procurement or supply chain management.

### Competencies

#### Technical competencies

- Knowledge of international and national procurement laws and procedures.
- Thorough understanding o customs regulations in Kenya relating to procurement.
- Knowledge of demand and supply system and best practices in procurement.
- Knowledge and effective application of all relevant procurement and supply chain policies, processes, procedures and guidelines to consistently achieve required compliance standards or benchmarks.

#### Behavioral competencies

- Exceptionally self-motivated and directed.
- Exceptional service orientation.
- Organizational skills.
- Attention to detail.
- Outstanding communication (written and verbal) and interpersonal skills.
- Ability to influence, collaborate, deliver and partner at levels in the organization.
- Ability to work well with people and clients at all levels.
- Superior analytical, evaluative and problem-solving abilities.
- Flexibility and adaptability.
- Innovative and creative thinking skills.
- Open to change
- Calm under chaos

### Working Conditions

Is exposed to minimum disagreeable conditions in the environment. The jobholder has normal office facilities that include own workstation and access to a laptop.



Job holder/Supervisor details	
Name of jobholder:	Date:
Name of Supervisor:	Date: