

Designation: Snr. Procurement Officer.

Job Group: Fabian 05.

Department: Finance & Treasury.

1) Group Remuneration: -

1. Basic Salary: 120,000 × 4,200 - 124,200 × 4,347 - 128,547 × 4,499 - 133,046 × 4,657 - 137,703
2. Housing Allowance: 18,000 × 630 - 18,630 × 652 - 19,282 × 675 - 19,957 × 698 - 20,655
3. Commuter Allowance: 12,000 × 420 - 12,420 × 435 - 12,855 × 450 - 13,305 × 466 - 13,770

2) Minimum Requirements: -

1. Holders of a Kenya National Identity Card.
2. A valid Certificate of Good Conduct from the Kenya National Police Service.
3. A valid Clearance Certificate from the Ethics and Anti-corruption Commission.

3) Specific Requirements: -

1. Bachelor of Commerce (Procurement & Supply Chain Management Option), or an equivalent qualification.
2. Certified Supply Chain Professional (CSCP).
3. Member of the Kenya Institute of Supplies Management (KISM).
4. Senior management course lasting not less than 4 weeks.
5. Proficiency in the use of Microsoft Windows and Office.
6. Eight (8) years continuous work experience in managing procurement functions in a corporate establishment in either the public or private sector.

4) Job Description: -

1. Shall report to the Manager: Finance & Procurement.
 2. Shall undertake duties and responsibilities below in accordance with company policies and standard operating procedures: -
 - a) Middle-Level Management of staff in the Procurement section under Job Groups Fabian 06 ~ Fabian 08. This shall include: - daily work allocation; annual staff appraisal; and handling staff time-off from work.
 - b) Middle-Level Management of Procurement functions. This shall include: - Coordinating the procurement lifecycle of material and equipment, i.e., signing off material requisitions for procurement; Analyzing supplier quotations & proposals; forwarding quotations & proposals for approval; signing-off purchase orders, undertaking Factory Acceptance Testing; coordinating clearing and forwarding (where applicable) by the Vendor firms; review of supplier deliveries, and Management of inventory in the central stores.
 - c) Supervision & coordination of Internship, Apprenticeship and Continuous Professional Development (CPD) programs in the Procurement section.
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