

Designation: Procurement Officer.

Job Group: Fabian 07.

Department: Finance & Treasury.

1) Group Remuneration: -

1. Basic Salary: 60,000 × 2,100 - 62,100 × 2,174 - 64,274 × 217 - 66,523 × 2,328 - 68,851
2. Housing Allowance: 6,000 × 210 - 6,210 × 217 - 6,427 × 225 - 6,652 × 233 - 6,685
3. Commuter Allowance: 9,000 × 315 - 9,315 × 326 - 9,641 × 337 - 9,978 × 349 - 10,328

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. Diploma in Procurement & Supplies Management, or an equivalent qualification.
2. Proficiency in the use of Microsoft Windows and Office.
3. Three (3) years continuous work experience in a finance/accounting role in a corporate establishment either in the public or private sector.

4) Job Description: -

1. Shall report to the Procurement Coordinator.
2. Shall undertake duties and responsibilities below in accordance with company policies and standard operating procedures, i.e.: -
 - a) Identification of suppliers for material and equipment in accordance with specifications.
 - b) Initiating contact for RFQs with potential suppliers further to qualification of suppliers for goods & services.
 - c) Liaising with the print media for advertisement of tenders through the front office.
 - d) Issuing purchase orders to identified suppliers.
 - e) Keeping track of material and equipment supply lead times.
 - f) Inspection of goods delivered by suppliers to ensure conformity to specification.
 - g) Updating the master inventory upon receipt of goods.
 - h) Receiving and validating supplier invoices and appraising these for payment.
 - i) Ensuring that the master supplier register is maintained and updated.
 - j) Coordinating issuance of material and equipment from the central stores.
 - k) Keeping track of stock reorder levels and initiating the procurement process for depleted stocks.
 - l) Keeping track of material and equipment warranties.