



VACANCY ANNOUNCEMENT: PROCUREMENT OFFICER

The Kenya Association of Manufacturers (KAM) is a business membership organization representing over 1300 leading manufacturing and value-added companies in Kenya. KAM has organized its members into 14 sectors to facilitate research and advocacy work. We seek to fill the following position: -

Designation: Procurement Officer

Reporting to: Procurement Manager

Unit: Operations

Contract Type: Permanent

Location: KAM Head Office, Westlands Nairobi

Reporting date: Immediately

Job Purpose: The position is responsible for supporting in evaluating suppliers, negotiating contracts, raising purchase orders, and ensuring that an organization acquires goods, services, and materials required for its operations in a timely, cost-effective, and efficient manner.

Key Objectives

- No stock-outs
- Supporting operational requirements
- Supporting the procurement process and the supply base efficiently and effectively
- Accurate purchase forecasting
- Cost management
- Sourcing and vendor management
- Compliance and risk management

Duties and Responsibilities

The specific duties and responsibilities will include, but are not limited to the following: -

- Preparing plans for the purchase of equipment, services, and supplies.
- Publishing and distributing procurement and disposal opportunities including invitations to tender, pre-qualification documents and invitations for expressions of interest.
- Co-ordinate the receiving and opening of tender documents and co-ordinate the evaluation of tenders, quotations, and proposals.
- Process purchase orders accurately and efficiently, including obtaining necessary approvals and ensuring timely delivery of goods or services.
- Support Invitation and awarding process of the recommended suppliers after rigorous selection process.
- Participating in the Establishment and negotiation of contract terms and conditions with suppliers (e.g. hotels industry) for the use of their wide variety of services.

- Implementation of procurement records and updating annual standing lists of registered tenderers required by the procuring entity.
- Support Maintenance of good supplier relations and contracts
- Researching and identifying potential suppliers/vendors who can provide the required goods or services.
- Assessing the capabilities, reliability, and financial stability of suppliers through evaluation criteria such as price, quality, delivery time, and service level agreements
- Analyzing costs, identifying cost-saving opportunities, and implementing cost-effective procurement strategies to maximize value for the organization.
- Ensuring procurement activities comply with relevant laws, regulations, and organizational policies, and identifying and mitigating risks associated with supplier relationships and procurement processes.
- Maintaining accurate records of procurement transactions, contracts, and supplier communications, and ensuring documentation is organized and accessible for audits or reviews.
- Monitoring supplier performance against key performance indicators (KPIs), tracking procurement metrics such as cost savings and on-time delivery, and preparing reports for management review.
- Continuously reviewing and improving procurement processes and procedures to enhance efficiency, effectiveness, and compliance with best practices and industry standards.
- Perform any other duties as may be assigned by the Chief Executive from time to time.

Qualifications:

- Bachelor's degree in Procurement or supply chain management.
- The Chartered Institute of Procurement and Supply (CIPS) is an added advantage.
- At least 3 years of relevant work experience in procurement in a busy work environment.

Personal attributes:

- **Procurement processes:** A strong understanding of procurement principles, practices, and procedures is essential. This includes knowledge of sourcing strategies, contract negotiation, supplier management, procurement regulations, and supply chain management concepts.
- **ERP System:** Experience with an ERP system (preferably Microsoft Dynamics Nav) is an added advantage.
- **Data Management:** The ability to analyze data, identify trends, and make data-driven decisions is crucial for optimizing procurement processes, identifying cost-saving opportunities, and mitigating risks.
- **Integrity:** Must demonstrate honesty, ethical behavior, and integrity in all their dealings to maintain trust and credibility with suppliers, colleagues, and other stakeholders.
- **Negotiation Skills:** Strong negotiation skills are essential for securing favorable terms and pricing from suppliers, resolving conflicts, and achieving win-win outcomes in contract negotiations.
- **Problem-Solving Skills:** The ability to identify issues, analyze root causes, and develop creative solutions is important for overcoming procurement challenges, such as supplier delays, quality issues, or budget constraints.
- **Adaptability:** Must be flexible and adaptable to changing priorities, market conditions, and organizational needs, and be able to adjust procurement strategies accordingly.
- **Teamwork:** Collaboration and teamwork are essential for successful procurement operations. Must work closely with colleagues from various departments, to ensure alignment with organizational goals and objectives.
- **Attention to Detail:** Precision and accuracy are critical for ensuring the correctness of procurement documentation, contract terms, and inventory records to prevent errors and mitigate risks.

- **Resilience:** Ability to stay calm and focused under stress or tight deadlines.

How to Apply:

- Interested and qualifying candidates to complete the online application form [here](#)
- Submit their CV and Cover Letter which should be in PDF and Labeled with the applicant's First name and Last then Document e.g., Peter Paul CV or Peter Paul Cover Letter only to hr@kam.co.ke indicating the words “**Procurement Officer**” with the email subject line.
- **Application deadline is 7th June 2024.**
- Shortlisting shall be on a rolling basis and only the shortlisted shall be contacted.