VACANCY

The Kenya Scouts Association is an educational Movement for young people, which provides non-formal education that complements the core-curriculum offered in our educational institutions. The Association is looking to fill the following position.

POSITION: PROCUREMENT OFFICER

WORK STATION: KSA HEAD QUARTERS, NAIROBI

JOB GROUP: KS4

KEY RESPONSIBILITIES

- Pre-qualification of suppliers and continuously rationalizing supplier base
- Sourcing of suppliers and assist in tendering process
- Evaluation of tenders, EOI and quotations
- Preparing and sending suppliers LPOs/LSOs/RFQ’s (after necessary internal approvals)
- Receiving and inspection of supplies as per the specifications ordered in collaboration with the user departments.
- Ensure that the products and supplies are high quality
- Issuing of supplies to user departments
- Maintaining of stock levels and ensuring re-order levels are adhered to
- Maintain records of purchases, pricing, and other important data
- Preparation of monthly procurement reports on sales, purchases and pending payments as required
- Inventory management
- Create and maintain good relationships with vendors/suppliers
- Make professional decisions in a fast-paced environment
- Review and analyze all vendors/suppliers, supply, and price options
- Maintain and update list of suppliers and their qualifications, delivery times, and potential future development
- Searching for potential vendors
- Track orders and ensure timely delivery
- Review quality of purchased products
- Enter order details (e.g. vendors, quantities, prices) into internal databases
• Maintain updated records of purchased products, delivery information and invoices
• Prepare reports on purchases, including cost analyses

QUALIFICATION
• Bachelor of Commerce - Procurement and Supply Chain Management or Bachelor in Procurement and Contract Management
• Be a member of a professional body with good standing
• Two years’ experience in procurement or supply chain management in a busy organization

KEY PROFESSIONAL SKILLS
• Reliable and dependable, high level of personal standards and attention to detail
• Excellent interpersonoral, teamwork and analytical skills
• Proficient in Microsoft Office programs including Word, Excel and PowerPoint
• Proficient in Enterprise Resource Planning (ERP) systems
• Excellent numeracy, literacy and organizational skills
• Excellent customer service skills
• Ability to follow processes and procedure accurately
• Excellent report writing skills

All applications should be addressed to:
The Human Resource Officer
Kenya Scouts Association Rowallan Scouts Camp
P.O. Box 4122-00100, Nairobi.
Email to: recruitment@kenyascouts.org
Applications to reach us by close of day 15th February, 2020
Only shortlisted candidates will be contacted.