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## **Procurement Officer (1 Nairobi)**

***Date of Commencement of Duty:***

***February 2022***

***Duty Station:***

***CSA Nairobi Office.***

***Duration:***

***1 year, renewable contract***

***Duties and Responsibilities:***

***Procurement Management tasks***

- Source, select and negotiate for the best package in terms of quality, price, terms, deliveries and after sales services with vendors in line with the laid down policies and procedures-including but not limited to procuring travels, workshop venues, equipment, stationery and one-off goods and or services.
- Prepare procurement plan and ensure delivery of goods and services as per the set-out timelines.
- Ensure compliance with both organization and donor procurement policies and procedures.
- Conduct all project related procurements under the Purchase Workflow system through accounting system.
- Liaise with the administrative and logistics manager in obtaining specification of goods and services to be procured.
- Ensuring continuous supply and timely delivery of goods and services as and when required for day to day operations of the DREAMS TUMIKIA MTOTO program
- Assist in the vendor prequalification by participating in receiving and opening of tender documents.
- Work with relevant program team members in handling all vendor related complaints with regards to goods and services.
- Ensure all working documents regarding purchases are accurately completed and duly signed, recorded, filed and easily retrievable
- Update and maintain all procurement and logistics filing systems
- As the technical expert in procurement will be the secretary to the procurement committee

## **Key Performance Indicators**

To facilitate the tracking of the job holder's performance during the year, the following performance indicators have been identified and agreed upon:

- All procurements conducted in line with laid down policies and procedures. -
- All procurements raised through Purchase Workflow with a resultant LPO to the vendor before obtaining goods/services

- All procurement requests to contain specifications of goods and/or services required to meet the needs of the requisition department/unit/program
- Goods and services required for day to day operations available at the time required
- Participation in and execution of tasks assigned during the vendor prequalification exercise
- All vendor related complaints, queries and/or grievances responded to within 2 working days and resolved amicably; with a report prepared and filed
- All payments duly supported with complete documentation from the procurement process
- Meticulously maintained procurement and logistics files and documents
- Up-to-date and duly completed minutes for all procurement team meetings

### **Qualifications, Experience and Skills**

The minimum required academic and professional skills for the jobholder to perform successfully in their job are:

#### **Academic qualifications**

At least a Bachelor's degree in Business Administration/Management, Commerce or a related field.

#### **Professional Qualifications**

Diploma in Purchasing and Supply Chain Management/Logistics.  
Membership in KISM or MCIPS will be an added advantage.

#### **Experience in years and indicate level of experience**

At least 5 years' post qualification experience in the Procurement management with sound understanding of USAID Procurement rules and regulations.

#### **Essential competencies**

- Must be a person with unquestionable integrity
- Must demonstrate ability to achieve value for money in procurement processes
- Must be a team player
- Must be result-oriented
- Ability to work under strict deadlines
- Ability to classify and manage priorities
- Ability to work with minimum supervision
- Excellent organization and coordination skills
- Good interpersonal and communication skills
- Highly proficient in MS Word, Excel, Access, Power-point and the use of Internet for research

#### **How to Apply;**

Written applications including Cover Letter and Curriculum Vitae indicating position and the county/ward applied for with day-time contact phone number(s) of three references

The application should reach the **Administrative Manager** by not later than **January 21<sup>st</sup>, 2022** on E-mail: [jobs@csakenya.org](mailto:jobs@csakenya.org)

**The Administrative Manager**  
**Center for the Study of Adolescence**  
**Mbaazi Avenue, Off Kingara Road, Lavington**  
**P.O. Box 19329-00202, Nairobi; E-mail: [jobs@csakenya.org](mailto:jobs@csakenya.org)**