

Head of Procurement at Family Bank Ltd

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Company: JobWebKenya

Location: Kenya

Category: business-and-financial-operations

Job Description

(adsbygoogle = window.adsbygoogle || []).push({}); Family Bank (formerly Family Finance Building Society) was registered as a Building Society in October in Kenya, under the Building Societies Act and commenced operations in the early . Family Bank converted into a fully fledged bank in May and the main driver for our conversion was the need to offer a wider range of products and services to our customers.

JOB PURPOSE:

Act as the primary point of contact between suppliers and the bank. Responsible for the procurement of products and goods/services for use in the business by identifying potential supplier sources, screening them, and negotiating favorable payment terms. Other duties include monitoring supplier performance and ensuring contractual obligations are met.

Key Responsibilities:

Strategic Planning: Develop and implement procurement strategies aligned with the organization's goals and objectives. Analyses market trends, supplier capabilities, and cost structures to identify opportunities for cost savings and process improvements.

Supplier Management: Identify, evaluate, and select suppliers based on criteria such as quality, cost, reliability, and service. Negotiate contracts, terms, and conditions with suppliers to secure favorable pricing, delivery terms, and other contractual provisions. Maintain strong relationships with suppliers to ensure continuity of supply and resolve any issues that may arise.

Procurement Process Management: Oversee the entire procurement process, from requisition to purchase order issuance, ensuring compliance with Banks policies and procedures. Develop and implement efficient procurement processes to streamline operations, improve cycle times, and enhance overall effectiveness.

Budgeting and Cost Control: Develop procurement budgets and monitor expenditures to ensure adherence to approved budgets. Implement cost control measures, such as competitive bidding, supplier negotiations, and value engineering, to achieve cost savings without compromising quality or service levels.

Contract Management: Manage contracts with suppliers, including contract renewals, modifications, and performance evaluations. Ensure compliance with contractual obligations and monitor supplier performance against key performance indicators (KPIs) and service level agreements (SLAs).

Risk Management: Identify and mitigate procurement-related risks, such as supply chain disruptions, price fluctuations, and supplier non-compliance. Develop contingency plans and alternative sourcing strategies to minimize potential disruptions and maintain business continuity.

Team Leadership: Lead and supervise a team of procurement professionals, providing guidance, training, and performance feedback. Foster a collaborative and results-oriented work environment, promoting professional development and ensuring the team's success in achieving procurement objectives.

Compliance and Ethics: Ensure procurement activities comply with relevant laws, regulations, and ethical standards. Develop and implement procurement policies and procedures that promote transparency, fairness, and accountability in the procurement process.

Data Analysis and Reporting: Collect and analyses procurement data to identify trends, patterns, and opportunities for improvement. Prepare regular reports and presentations for management, highlighting key performance metrics, cost savings, supplier performance, and other relevant information.

Continuous Improvement: Stay updated on industry best practices, emerging trends, and technological advancements related to procurement. Continuously identify opportunities to

enhance procurement processes, systems, and tools to drive efficiency, reduce costs, and improve overall effectiveness.

Ensure effective management of Data Protection regulations, AML/CFT risks at your level.

Any other official duty that may be allocated by management from time to time.

The Person:

The ideal candidate must possess the following:

Qualifications:

Bachelor's degree in Procurement, Supply Chain Management, Business Administration, or a related field.

Certified Professional in Supply Management (CPSM) or Certified Purchasing Manager (CPM) is a plus.

Have a minimum of 8 years working in procurement 3 of which should be in Procurement/Facilities/Property Management.

Maintenance Management

Project Management

Excellent experience and knowledge of OSHA laws and on-site experience.

Key Competencies and Attributes:

Strong negotiation and communication skill

Deep understanding of procurement principles, strategies, and best practices

Financial acumen

Analytical.

Ethical conduct.

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