

Officer, Procurement at SBM Bank

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Company: JobWebKenya

Location: Kenya

Category: office-and-administrative-support

Job Description

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SBM, a growing international financial institution in Africa, provides a wide range of corporate and commercial banking solutions to its clients. Kenya will operate as a gateway to Africa for SBM. SBM Bank (Kenya) Limited shall focus its activities on products and services for corporates and SMEs.

JOB SUMMARY:

To manage and deliver effective procurement and purchasing services to all areas of the business whilst establishing best practice procurement and purchasing systems and procedures. The role holder will enhance purchasing processes and align the procurement function with the organizational strategy in supporting the Bank's operations and mission. In addition, role holder will ensure that best total value is achieved when procuring goods and services whilst adhering to the principles of good corporate governance.

KEY RESPONSIBILITIES

Technical Aspects – 70%

Rationalizing organization resources to maximize use and reduce spend.

Receiving and reviewing requisitions from users to confirm that specifications are clear.

Supplier audit/appraisal and relationship management.

Purchase goods and services that meet the quantity and quality expectations of the organization

Negotiate for better contractual terms of supply, contracts and leased assets.

Completion and Issuance of Local Purchase Orders, Award Letters & Contracts

Monitoring deliveries from suppliers to ensure conformity to specifications.

Tender preparation, invitation and analysis.

Business Aspects – 20%

Ensure proper filing of records (tenders, committee memos, minutes) & other correspondences in the unit.

Carry out evaluation on requirements from users before committing purchases and ensuring that services are provided within the Service Level Agreement.

Liaising with users from time to time to ensure efficient flow of supplies and services

Handle supply related disputes on matters of poor quality, short delivery, late delivery and payment.

Planning & Control – 10%

Monitoring and enforcing the company's procurement policies and procedures

Monitoring supplier performance

Monitor purchases of capital/recurrent expenditure against budget

Monitoring changes in the supply market and periodic conduct market intelligence surveys.

Carry out market research on product development and better sources of supply to ensure the bank maintains a competitive edge.

Develop proposals for improved procurement and purchasing procedures.

Requirements

Personal Attributes

Team player

Results Oriented

Business awareness

Effective Communication – verbal and written

Self-drive with ability to work with minimum supervision

Initiative

Thoroughness

High level of Integrity

Knowledge and Skills Required:

Innovative Skills

Excellent Negotiation Skills

Analytical and Presentation Skills

Interpersonal Skills

Financial skills

Knowledge of basic contract laws

In-depth knowledge of procurement and purchasing procedures

Knowledge of Bank's products/services

Professional & Educational Requirements:

Bachelor's Degree in a Business and/or related field.

Diploma in Purchasing and Supply or Advanced Certificate in Purchasing and Supplies.

Member of Kenya Institute of Supplies Management.

Experience:

Previous experience in a procurement working environment.

Purchasing and Supply Principles

Inventory Control

Mental Demands/Judgment and Initiative:

Jobholder will be required to assess/analyze procurement and purchase requirements and make recommendations/proposals to the departmental head.

Will be involved in frequent price and SLA negotiations with suppliers for the benefit of the Bank.

Will be required to keep abreast with price and quality market changes and will be required to make contributions towards cost and quality management.

Effort and Environment:

Working on screens for more than 4 hours a day.

Manual/Physical in supervising receiving & distributing items as and when required.

Problem Solving :

The job holder will be required to assess/analyze purchase requirements and make recommendations to the unit head.

Will be involved in frequent price negotiations with suppliers to ensure best value for money.

Will be required to keep abreast with price and quality market changes and will be required to make contributions towards cost cutting and quality management.

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