

Procurement and Operations Specialist at DAI Kenya – Development Alternatives, Inc.

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Company: JobWebKenya

Location: Kenya

Category: other-general

Job Description

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DAI is a global development company working on the frontlines of international development consulting. We are committed to shaping a more livable world. We tackle fundamental social and economic development problems caused by inefficient markets, ineffective governance, and instability. We work with a wide range of clients, including national and local governments, bilateral and multilateral donors, private corporations, and philanthropies.

Objectives of the assignment

Ensure compliance with USAID and DAI rules and regulations in all procurement processes, from solicitation to contract execution, including organizing and leading bid solicitation processes; preparing contracts and purchase orders; and maintaining procurement files. Support procurement of goods and services, monitor vendor relationships, and train staff on procurement processes and regulations.

Tasks & Responsibilities

Develop acquisition plans and present to Director of Finance and Operations on a regular basis.

Monitor and track procurement activities and delivery status of goods/services.

Ensure complete backup documentation for procurements is submitted to activity's Finance Team for payment.

Perform regular spot audits of procurement files to ensure completeness, accuracy, and compliance.

Assist and collaborate in external or internal audits, as necessary.

Ensure integrity, fairness, accuracy, and openness in procurement processes.

Ensure DAI/USAID and FAR policies, and procedures are followed and enforced.

Help activity staff become more familiar, and understand, DAI procurement policies and procedures.

Consistent usage of DAI's operations & procurement systems (TAMIS) in managing procurement processes.

Assist with maintaining inventory of project property.

Maintain electronic procurement records & files in required DAI's systems.

Train other DAI staff in the use of procurement systems, as necessary

Review, negotiate, modify subcontract agreements issued by DAI's activity.

Manage subcontracts invoice verification and approval process as required by DAI policies.

Coordinate local travel requests and manage drivers' time and transportation schedule accordingly.

Approve vehicle logbooks, fueling, and maintenance records. Prepare accident and incident reports.

Manage procurement of a wide range of goods, commodities, and services through subcontracts, blanket purchase agreements, and purchase orders

Oversee solicitation of bids and quotes from vendors in adherence with policies & approved requisitions and procurement plans

Conduct price/cost/reasonability analyses.

Review requisition documentation, cost estimates, statements of work, etc. against procurement plans and budgets.

Help non-procurement staff understand the requirements for submitting accurate and thorough requisitions, cost estimates, statements of work, or to determine other technical specifications.

Determine source selection methods for complex procurements to ensure compliance.

Serve as a non-voting chairperson on evaluation committees in accordance with DAI policies/procedures and thresholds.

Assist activity staff in coordinating meetings, facilitating discussions, and developing briefings in support of the source selection process.

Review and analyze budget estimates for allowability, allocability, reasonableness, and consistency; prepare cost evaluation data, and source selection documentation.

Through market research efforts, identify and qualify potential suppliers (and products/services).

Ensure that beneficial, ethical, and open supplier relationships are created and maintained according to procurement policies.

Work closely with various home office support staff as necessary.

Qualifications

University degree in relevant field required.

4 years of relevant experience in procurement and logistics preferably on international donor funded or USAID-funded activities.

Computer literate with e-mail, word processing, and spreadsheet experience

Ability to multi-task and prioritize tasks. Excellent organizational skills and ability to work as part of a team.

Fluency in English is required.

Knowledge of USG and FAR regulations and procurement and acquisition aspects of USAID-funded activities.

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