

Procurement Assistant at CIC Insurance

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Job Description

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CIC Insurance Group Limited, commonly referred to as CIC Group, is an insurance and investment group that operates mainly in Kenya, Uganda, South Sudan and Malawi

PURPOSE:

The bearer of this role shall be responsible for sourcing and purchasing goods, works and services that the organization needs to function effectively in a timely manner.

The individual shall also be expected to participate in preparation of annual procurement plans

PRIMARY RESPONSIBILITIES

Prepare request for quotations, send them to prequalified suppliers and follow-up for timely submission of the quotations.

Participate in evaluation of quotations and preparation of quotation analysis.

Undertake price negotiations for the selected procurements.

Submit all quotation analysis for approval by the Evaluation Committee.

Raise and issue purchase orders and ensure approvals are obtained.

Follow up and expedite on the delivery of good and services.

Process payments for all goods delivered and services rendered.

Maintain procurement records for each procurement.

Ensure safe custody of all procurement documents, files and samples.

Ensure that all procurement activities strictly adhere to established policy and procedures.

PERSON SPECIFICATION

Academic Qualifications

Bachelor's degree in Procurement, or any business-related degree .

Professional Qualifications

Professional certification: Graduate Diploma Chartered Institute of Purchasing and Supplies(CIPS) or Associate in Procurement and Supply of Kenya (APSK) or progressing towards qualification.

Experience

Minimum of three years experience in a busy procurement related function.

Skills and Attributes

Ability to work independently with minimum supervision.

Strong analytical and critical thinking

Strong communication and presentation skills

Leads by example and empowers others by instilling a sense of ownership

Confident negotiation/ persuasion skills Desirable knowledge/skills and Experience Required:

Development and maintenance of service level agreements

Planning and organising

Cost centre management and budgeting

Relationship management

Computer literate in MS Office and other office applications

Understanding of the working environment /competitors

Technical competence

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