

Procurement Assistant at World Agroforestry Centre (ICRAF)

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Company: JobWebKenya

Location: Kenya

Category: office-and-administrative-support

Job Description

The World Agroforestry Centre, is an international institute headquartered in Nairobi, Kenya, and founded in . The Centre specializes in the sustainable management, protection and regulation of tropical rainforest and natural reserves.

Overview

CIMMYT is seeking an experienced professional to support the implementing organization strategy for the timely and cost-effective acquisition of goods and services that results in added value to CIMMYT and meets the standards of International best practice, donor and CIMMYT regulations.

Duties and responsibilities

Request from the New and Existing suppliers the required documents for Vendor onboarding and/or for the generation of commercial agreements (purchase contracts). Fill in and route for signature the Vendor selection comparative matrices or the Procurement Method exception Forms according to Procurement's Vendor Selection Process and institutional policies and procedures.

Follow-up with Finance on timely payments to suppliers, ensuring that existing credit/payment terms are complied with CIMMYT's HQ on the execution of purchase contracts, if applicable and approval of POs, Vendor selection forms and Procurement Method Exception form.

Send fully approved Purchase Orders to suppliers and obtain their acknowledgement along with

the estimated delivery date.

Prepare requests (Journals) for PO Advance Payments, transport, storage, and/or customs duties according to negotiated payment and/or delivery terms.

Follow-up on deliveries of Purchase Orders and invoices from the suppliers.

Other relevant activities that may be assigned by the supervisor.

Education, knowledge and experience

Bachelor's degree in Procurement Specialized knowledge in KISM or CIPS qualification.

At least 3 years' experience. Strong analytical skills and ability to process both quantitative as well as qualitative information.

Advanced skills in Windows Operating System, LAN, and Internet.

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