

Procurement Clerks at Christian Aid

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Company: JobWebKenya

Location: Kenya

Category: office-and-administrative-support

Job Description

Christian Aid's Africa programmes are transforming lives for women and men, girls and boys. We are looking for someone with the passion, leadership, ambition and experience to lead resource mobilization for Christian Aid's Africa Programme. Do you have the influencing and relationship building skills to develop high level partnerships with donors and lead teams to exploit these opportunities? Can you build effective partnerships with Country Teams and senior managers around developing impactful programmes?

About the role

The Temporary Procurement clerk role exists to provide essential support to the HR & Administration department by attending to specific administrative related tasks touching on procurement as assigned.

About you

The ideal candidate should have previous experience in Tender analysis, Tender sorting i.e according to the various categories listed, and the ability to prepare comprehensive reports, based on the tender evaluation process.

Previous experience in procurement is desired.

The job holder must also be proficient in MS Office i.e Excel, Word, PowerPoint, Outlook etc

Further information

This role shall be paid a stipend of ksh 2, per day for the duration of the assignment.

At Christian Aid we strive to be an inclusive and diverse employer and recognise the value that this brings in helping to build strong, creative and high performing teams.

We are actively encouraging racialised minorities, people with disabilities, returning parents or carers who are re-entering work after a career break, people with caring responsibilities, people from low socioeconomic backgrounds, women, and older workers to apply. This is because these groups are under-represented within our teams, especially at senior level, and we recognise and value the contributions members of these groups make to strong, creative and high performing teams.

We have a strong Christian ethos and we encourage applications from all faiths and none (with the exception of Director positions where there is a genuine occupational requirement to be a practicing Christian – Exempted under the Equality Act).

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