

Procurement Manager at Population Services International (PSI)

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Company: JobWebKenya

Location: Kenya

Category: other-general

Job Description

We have been measurably improving the health of Kenyans since . Our approach harnesses the vitality of the private sector to improve health outcomes for “Sara” – our archetype that focuses our interventions. We address the most serious health challenges affecting resource-poor and vulnerable communities in Kenya, including HIV/AIDS, reproductive health and family planning, and the greatest threats to children under five including malaria, diarrhea, pneumonia and malnutrition.

About Job

PSI's Operation's department aims to support all departments in the PSI Global Hub and in the region with routine and specific procurement needs. We have a dynamic team that aims to efficiently support different programs with any procurement requirements and to ensure the efficient delivery of our diverse programs.

PSI seeks a Manager, Procurement that will Plan, direct, and coordinate procurement activities at the country office level and ensure cost efficiency and timeliness in purchasing PSI's materials, products and services.

Your contributions

External Vendor Management & Contract Support: Create, maintain, and disseminate a list of Authorized Vendors using PSI's selection and pre-qualification processes. Perform due diligence checks (e.g., supplier references, site visits, historical data, anti-terrorism compliance) for Authorized Vendors and contractors. Manage the contracting process,

prepare requests for proposals, and conduct regular market surveys in key procurement categories to ensure that PSI is receiving best value for money. 30% of Time

Monitoring, Compliance, and Support: Monitor procurement requests and requisitions to ensure that procedures are followed and enforced, and proper documentation is captured. Collaborate closely with PSI's global procurement team to address compliance challenges. Serve as the primary point of contact for the procurement function for the Global Services Hub and at the regional level. Respond to requests for information and provide assistance regarding procurement processes, policies, and compliance. 25% of Time

Audit Support & Action Planning: Support audits by supplying supporting documents and reports for samples and walking auditors through processes. Develop and implement corrective actions plans to address any audit findings. 20% of Time

Supervisory Responsibilities: Supervise and develop team members. Make recommendations concerning employment, termination, performance evaluations, salary actions, and other personnel actions. Set team and individual goals. Prioritize, organize, delegate, and coordinate the flow of work. Enhance individual employee performance through frequent and timely communication and support. 15% of Time

Procurement Policy Development: Assist in developing procurement policies and procedures in compliance with PSI Global's procurement standards. Monitor and update the policies and procedures to ensure that they remain relevant to the Global Services Hub's requirements. 10% of Time

Time percentages listed above are not exact. They are estimates and may change. This is also not an exhaustive list of all tasks that an incumbent is expected to perform but is instead a summary of the primary responsibilities and requirements of the job. The incumbent may be asked to perform duties not included above. PSI reserves the right to revise job profiles at any time based on changes to the required job responsibilities.

What are we looking for?

Bachelor's degree (or international equivalent) in a related field of Procurement, Logistics, Supply Chain.

Master's degree (or international equivalent) in a related field of Procurement, Logistics, Supply

Chain preferred.

Chartered Institute of Purchasing and Supplies (professional certification)

At least 7 years of related experience. Equivalent combination of relevant education and experience may be substituted.

Working knowledge of ERP systems.

Working knowledge of donor procurement requirements.

Strong leadership and organizational skills.

Strategic and analytical thinking.

Excellent communication skills

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