

Procurement Officer at Kenya Red Cross Society

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Location: Kenya

Category: office-and-administrative-support

Job Description

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Kenya Red Cross is one of the many International Red Cross and Red Crescent Movement societies around the world. The Kenya organisation was established in , The Kenya Red Cross supports and runs a number of projects whilst raising awareness to the Kenyan public about the current issues or problems which may affect them.

Job Summary

Reporting to the Procurement Manager, the Procurement Officer shall be responsible for developing and implementing sourcing approaches to meet KRCS's supply needs based on plans, procedures, and requests received alongside the Procurement Manager. Responsible for sourcing and buying of goods and services in accordance with the procurement policy and practices that includes awarding and monitoring a variety of contracts; and for developing, issuing, and managing post-award administration of formal requests for proposals, RFQs, and other miscellaneous solicitations within limits of delegated authority.

Job Responsibilities:

To support the implementation of the procurement strategy including sourcing activities that generate benefits and achieve financial savings targets.

Analyze and evaluates requisition forms as assigned, to ensure purchase meet the requirements and ensure compliance with KRCS's policies and procedures.

Initiates competitive procurement tools such as Requests for Proposals (RFP), Requests for

Quotations (RFQ) and ensures that the user needs are met, the Society obtains the best value and that the procurement processes are perceived by suppliers as fair, open and ethical.

Prepare sourcing documents; including planning, raising RFQs, ITTs, issuing Purchase Orders and Call-off Orders against Framework Agreements, and other tasks; and follow up on approvals.

Coordinate the procurement processes, e.g., drafting bidding documents and launching sourcing and solicitation events in eSourcing, managing bid submissions, communicating with bidders, participating in evaluations, preparing evaluation reports, supporting the preparation of Contracts, Framework Agreements, and amendments thereof.

Provide support in the negotiation of contractual agreements with suppliers to ensure that service, quality, added value, lowest total cost, security of supply, and the deployment of the supplier's capabilities in innovation are secured.

To ensure that internal customer and supplier relationships are maintained well for the procurement category to deliver breakthrough performance in cost, turnaround time, service, and quality.

Develop strong relationships with the regional field office programmes to support them in improving their Procurement practices and review all Procurement Plans together with the Procurement Manager.

Process invoices for goods and services delivered, ensuring accuracy and completeness of documentation and timely payment, following up to completion, and informing clients.

Receive, verify deliveries, and ship them to requesters (Bases or Coordination departments)

Monitor available framework agreements and expenditures against allocations from Budget Follow Ups.

Prepare management information reports on a monthly and quarterly basis, including data analysis and recommendations on improving the efficiency of sourcing services.

Implement and ensure compliance with the Procurement Policy, Procurement Manual, and established Procurement Procedures

Perform other duties as assigned.

Position Requirements

A bachelor's degree in any business-related course/ procurement/supply chain

Professional qualification in procurement completed or ongoing (CIPS or CPSP)

Membership to a local professional entity (KISM)

Minimum of 3 years of relevant experience working in Procurement, preferably in an NGO/and/or development program, with in-depth experience in managing complex sourcing processes and supplier relationships.

Solid knowledge and experience in planning and implementing sourcing activities and processes.

Excellent supplier management skills and a strong ability to hold suppliers accountable to deliver on their responsibilities.

Excellent Contract management, negotiations, and relationship management skills.

Experience in some of our key programmatic categories (Supply Chain, Construction, Humanitarian Goods, Education Supplies, Medicines) or indirect categories (External Workers/Consultancy, IT, Property, etc.).

Knowledge of NGO/ Donor policies and their compliance requirements in respect of Procurement and wider supply chain activity

Willingness to undertake field travel as required and work in difficult environments according to travel environments.

High level of computer literacy. Especially excellent MS Excel/Word skills.

Excellent oral and written communication skills; Fluency in spoken and written English

Experience in using a Procurement system is desirable.

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