

Procurement Officer II at Moi Teaching and Referral Hospital (MTRH)

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Location: Kenya

Category: office-and-administrative-support

Job Description

Moi Teaching and Referral Hospital (MTRH) is the second national Teaching and Referral Hospital serving the western part of Kenya and neighbouring countries. It is the first public Hospital to be ISO : certified. The Hospital acts as a teaching institution for Moi University College of Health Sciences. MTRH is a centre for specialized medical care, training and research and participates in National Health Planning. With its vision of being “A World Class Teaching and Referral Hospital”.

Duties and Responsibilities:

Reporting to the Chief of Party, USAID Dumisha Afya through Senior Supply Chain Officer I, the incumbent will among others be responsible for the following:

Prepare agenda and minutes of tender processing committee.

Review of tender and contract documents before approval.

Prepare Local Purchase Orders (LPOs).

Participate in the preparation of tender documents.

Participate in the tender evaluation process.

Draft procurement reports.

Draft of procurement and disposal, programs, plans, strategies, and budgets.

Inspect the utilization and stock of supplies.

Qualifications and Experience:

The ideal candidate: –

Bachelor's degree in any of the following; Supply Chain Management, Commerce (Supplies Management option), Procurement or its equivalent from a recognized institution.

Minimum of one year relevant experience.

Membership to Kenya Institute of Supplies Management (KISM) or Chartered Institute of Purchasing and Supplies (CIPS) with valid practising license.

Proficiency in Microsoft Office

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