

Procurement Officer

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Company: ENGIE

Location: Kenya

Category: office-and-administrative-support

Job Title: Procurement Officer

Department: Operations

Reporting Line: Head of Operations

Location: Nairobi, Kenya

About Engie Energy Access

ENGIE Energy Access is one of the leading Pay-As-You-Go (PAYGo) and mini-grids solutions provider in Africa, with a mission to deliver affordable, reliable and sustainable energy solutions and life-changing services with exceptional customer experience. The company is a result of the integration of Fenix International, ENGIE Mobisol and ENGIE PowerCorner; and develops innovative, off grid solar solutions for homes, public services and businesses, enabling customers and distribution partners access to clean, affordable energy. The PAYGo solar home systems are financed through affordable instalments from \$0.19 per day and the minigrids foster economic development by enabling electrical productive use and triggering business opportunities for entrepreneurs in rural communities. With over 1,700 employees, operations in nine countries across Africa (Benin, Côte d'Ivoire, Kenya, Mozambique, Nigeria, Rwanda, Tanzania, Uganda and Zambia), almost 1.5 million customers and over 7 million lives impacted so far, ENGIE Energy Access aims to remain the leading clean energy company, serving millions of customers across Africa by 2025.

Job Purpose/Mission

Responsible for effective and efficient procurement of various company goods and services, Supplier Contract Management, and all relevant documentation through use of best

practices.

Responsibilities

Sourcing for suppliers and their prequalification according to the ENGIE Energy Access Kenya's policies

Carrying out Procurement Functions for ENGIE Energy Access Kenya, its employees, its related parties in a timely manner and in accordance with approved Procurement Policies and Processes.

Engagement in continuous development and improvements of the company's procurement process to save costs, ensure timely delivery of goods and services.

Ensuring all relevant procurement- related documents are in place and properly filed.

Ensuring that relevant Procurement Process Management Tools are up to date and 100% accurately maintained.

Knowledge and skills

Experience

Minimum 5 years of experience in Procurement or a similar position.

Experience in Supplier Sourcing & Contract Management.

Excellent Analytical skills, bargaining Skills, Interpersonal Skills and Negotiation Skills.

Excellent sense of urgency and Time Management with high organizational skills.

Basic knowledge in MS office (especially Excel/Word) and computer knowledge are required.

Advanced knowledge in SAP is a Plus

Qualifications :

Bachelor's degree in Procurement

Language(s):

English

Kiswahili

Technology :

Proficiency in Microsoft office and purchasing software.

ENGIE is an equal opportunity employer, promoting diversity and committed to creating an inclusive environment for all. All applications are screened based on business needs, job requirements and individual qualifications, without any regard to origin, age, name, sexual identity, orientation or preference, religion, marital status, health, disability, political opinions, union involvement or citizenship. Our differences are our strengths!

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