

Senior Procurement Coordinator at Jacaranda Health

[Apply Now](#)

Company: JobWebKenya

Location: Kenya

Category: office-and-administrative-support

Job Description

Jacaranda Health is a social enterprise and operates as a (c)3 in the US. Our mission is to transform maternal health care in East Africa and make pregnancy and childbirth safer for women and newborns. If you are interested in donating or partnering with Jacaranda Health, please visit our Donate page. Jacaranda's staff is made up of professionals from diverse backgrounds in business and healthcare, supported by a network of advisors around the globe.

Main Responsibilities

Adherence to the procurement policy, plans and processes ensuring compliance with standard best practices.

Coordinate and support procurement programs and operational activities, (e.g. issue tenders, source and evaluate offers and negotiate/award contracts), following the procurement policy to contribute to successful procurement of; specific project procurement, training supplies, commodities and other services.

Provide contract management services including arranging for proper inspection, ensuring compliance with terms and conditions of contracts, addressing delays, troubleshooting problems, assisting in contract amendments, and ensuring completion of works and delivery of goods.

Negotiating with suppliers and vendors to secure advantageous terms.

Track and analyze data to provide recommendations for process improvement.

Documentation of all project approvals and procurement's records submitted and approved by the relevant parties and according to the procurement policy.

Collate procurement data and reports for performance optimization of programs while consistently aligning with the supervisor.

Work in close collaboration with internal counterparts and external partners including suppliers, service providers, companies, etc. to align procurement activities with wider programs and ensure a coherent approach to meeting programmatic needs

Follow standard emergency preparedness practices to ensure Jacaranda is able to quickly respond and deploy equipment, training supplies and other items and services to field and/or county offices Protect project procurement activity from fraud, waste, and abuse.

Coordinating the procurement budget and promoting a culture of long-term saving on procurement costs with support from the supervisor.

Understand the fundamentals of Risk Management, Assessment and Mitigation to ensure that all risks across the Procurement and Project Management focus areas are identified and dealt with.

Ensure that beneficial, ethical, and open supplier relationships are created and maintained according to procurement policies.

Review requisition documentation, cost estimates, statements of work, etc. against procurement plans and budgets.

Help non-procurement staff understand the requirements for submitting accurate and thorough requisitions, cost estimates, statements of work, or to determine other technical specifications.

Determine source selection methods for complex procurement's to ensure compliance

Requirement

University degree in a Procurement related field is preferred or any Business-related area.

Advanced certification in CIPS (Chartered Institute of Procurement & Supply) is a must

have.

Six years or more postgraduate progressive professional experience in supply chain management.

Experience in NGO/Private sector procurement is advantageous.

Proficient in Google Suite, Microsoft Office Suite, Adobe applications.

Strong written and verbal communications skills

Knowledge and understanding of best practices in procurement procedures and regulations, project administration and follow-up, and contract management.

Experience with procurement activities (Vendor Management, Commodity/Product/Service Intelligence, Systems & Reporting, Tendering and Contracting and Ethics and Compliance etc.).

Experience conducting cost analysis.

Experience working with vendors or other partners

Tendering & Contracting-Demonstrates ability to establish and manage small contracts/ portions of larger contracts that enhance the value Jacaranda obtains from its engagements (e.g., cost, efficiency, quality).

Vendor Management-Demonstrates working knowledge and understanding of the supplier network and business needs to effectively develop a value-based selection criteria

Commodity/Product/Service Intelligence -Selects appropriate products and/or services in their own area based on a basic understanding of sources, country requirements, and public procurement principles/practices.

Systems & Reporting-Demonstrates strong understanding of procurement systems, Corporate operating System and tools to conduct a range of analyses and generate reports to drive decision making.

Ethics & Compliance-Demonstrates ability to collect, collate and report records relating to ethics and compliance to assist in the analysis of audit findings.

Negotiation and influencing skills.

Budgeting skills.

Data-driven decision making

Collaboration and leadership

Communication, organization, negotiation and influencing skills

Transparency and Accountability

Integrity

Relationship building

Terms of Engagement

One year contract, renewable.

[Apply Now](#)

Cross References and Citations:

1. **Senior Procurement Coordinator at Jacaranda Health**[Referralrecruits Jobs Kenya Referralrecruits ↗](#)
2. **Senior Procurement Coordinator at Jacaranda Health**[MadinahjobsJobs Kenya Madinahjobs↗](#)
3. **Senior Procurement Coordinator at Jacaranda Health**[Philadelphiajobs Jobs Kenya Philadelphiajobs ↗](#)
4. **Senior Procurement Coordinator at Jacaranda Health**[FilmjobsJobs Kenya Filmjobs↗](#)
5. **Senior Procurement Coordinator at Jacaranda Health**[JavascriptjobsJobs Kenya Javascriptjobs ↗](#)
6. **Senior Procurement Coordinator at Jacaranda Health**[Referralrecruits Jobs Kenya Referralrecruits ↗](#)
7. **Senior Procurement Coordinator at Jacaranda Health**[Scholarjobs Jobs Kenya](#)

Scholarjobs ↗

8. Senior Procurement Coordinator at Jacaranda HealthNeurologistjobs Jobs Kenya

Neurologistjobs ↗

9. Senior Procurement Coordinator at Jacaranda HealthChristmasjobs Jobs Kenya

Christmasjobs ↗

10. Senior Procurement Coordinator at Jacaranda Health Internjobs Jobs Kenya Internjobs

↗

11. Senior Procurement Coordinator at Jacaranda Health Spainjobs Jobs Kenya Spainjobs

↗

12. Senior Procurement Coordinator at Jacaranda Health Technologyjobs Jobs Kenya

Technologyjobs ↗

13. Senior Procurement Coordinator at Jacaranda Health Petroleumjobs Jobs Kenya

Petroleumjobs ↗

14. Senior Procurement Coordinator at Jacaranda Health Warsawjobs Jobs Kenya

Warsawjobs ↗

15. Senior Procurement Coordinator at Jacaranda Health SerbiajobsJobs Kenya Serbiajobs

↗

16. Senior Procurement Coordinator at Jacaranda Health CraftsjobsJobs Kenya Craftsjobs

↗

17. Senior Procurement Coordinator at Jacaranda Health RiskmanagementjobsJobs Kenya

Riskmanagementjobs↗

18. Senior Procurement Coordinator at Jacaranda Health LuxembourgjobsJobs Kenya

Luxembourgjobs↗

19. Senior procurement coordinator at jacaranda health Jobs Kenya ↗

20. AMP Version of Senior procurement coordinator at jacaranda health ↗

21. Senior procurement coordinator at jacaranda health Kenya Jobs ↗

22. Senior procurement coordinator at jacaranda health Jobs Kenya ↗

23. Senior procurement coordinator at jacaranda health Job Search ↗

24. Senior procurement coordinator at jacaranda health Search ↗

25. Senior procurement coordinator at jacaranda health Find Jobs ↗

kenya-jobwebkenya-763c3c0573/

Generated on: 2024-05-03 by Expertini.Com