

Technical Procurement Specialist at Regen Organics

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Company: JobWebKenya

Location: Kenya

Category: business-and-financial-operations

Job Description

Regen Organics is an industry leader in regenerating agriculture, cities and communities. We implement a circular economy model to sustainably manufacture regenerative insect feed for animals, various organic fertilizers and ecofuels for use in fast growing emerging markets. Our technologies and professional logistics network are developed in-house to safely collect and transport residual organics generated in cities and their environs for upcycling into various regenerative products. We operate the largest organics recycling plant in East Africa.

Salary Range KSh , – KSh ,/month

About the role

We are looking for a Technical Procurement Specialist to oversee procurement in the Engineering, Procurement, and Construction (EPC) department in Regen Organic's upcoming and existing facilities. The role's key objectives are: procurement strategy and framework support; vendor sourcing and engagement; Vendor quality and technical support; Financial accountability and support.

Duties and Responsibilities

General Duties

Lead the procurement team to complete project and company goals.

Develop framework, standards and templates for internal procurement management processes.

Engage all internal and external stakeholders to ensure procurement blocks are flagged and

cleared in a timely manner.

Procurement strategy and framework support

Assist with developing procurement strategies for projects, new equipment orders and spare parts.

Assist with developing and updating technical procurement processes.

Prepare and maintain a comprehensive vendor database of contractors, consultants and suppliers.

Assist with developing a robust procurement framework and eliminate waste within procurement processes.

Participate in problem solving related to sourcing, procurement and delivery of technical products/services.

Build positive relationships with engineers, operational managers, finance team and vendors, to foster harmony between the sourcing, payment and use of procured items.

Vendor sourcing and engagement

Conduct extensive research on potential sources of project equipment and spare parts by ensuring that prices are competitive and specifications meet requirements.

Develop vendor selection criteria and coordinate vendor onboarding.

Perform vendor shortlisting to select suppliers that will meet the Sanergy quality standards.

Prepare and issue RFPs and RFQs, obtain quotes and proposals from shortlisted vendors.

Conduct bid analysis, issuing reports that include recommendations on intended purchases.

Negotiate costs and delivery timelines to ensure project budget and timelines are met.

Arrange and attend vendor meetings with technical team members, ensuring requests are responded to within agreed timescales.

Support in contract development and review, negotiating contractual terms with vendors through to sign off.

Vendor quality and technical support

Coordination with engineers to ensure equipment suppliers meet quality requirements before payments are released.

Support with preparation of purchase requests / purchase orders on the Sanergy systems.

Work with the logistics team to ensure equipment are safely packaged and shipped to Kenya.

Assess supplier performance based on quality, costs, delivery and service.

Participate in troubleshooting activities, plant and equipment commissioning, coordinating with engineers to measure adherence to specifications.

Report any complaints or concerns raised by stakeholders and address them with vendors for resolution.

Financial accountability and support

Assist with keeping procurement costs within set budgets

Negotiate commercial terms with suppliers to obtain the right quality at the right price.

Organize various procurement requests from the engineering team.

Liaise with other departments including finance to ensure all payments are done on time.

Participate in value engineering exercises to ensure best value for the organization.

Skills and qualifications

Degree in Engineering, Quantity Survey and/or relevant work experience in technical procurement.

4+ years of experience in procurement of equipment or parts for processing units.

General knowledge of engineering & construction principles.

Experience in building relationships with vendors and contract negotiation.

Experience in import/export requirements to Kenya.

Effective interpersonal skills to properly represent Sanergy in an ethical and professional

manner.

Ability to explain technical information to technical and non-technical people.

Demonstrated ability to manage a small team, and provide constructive feedback.

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