



## JOB DESCRIPTION

IDENTIFICATION	
JOB TITLE	Procurement Associate
REPORTING TO	Procurement Officer
DEPARTMENT/UNIT	Procurement and Administration
DURATION OF CONTRACT	Two Years (Renewable)
DUTY STATION	Nairobi, Kenya

Amref Health Africa was founded in 1957 and has since grown to become the largest African-based international health development organisation; currently implementing more than 180 programmes, reaching more than 40 million people across 35 African countries; and a staff complement of over 2,000. Headquartered in Nairobi, Kenya, Amref Health Africa has offices in ten countries in Africa – Burkina Faso, Ethiopia, Guinea (Conakry), Kenya, Malawi, Senegal, South Sudan, Tanzania, Uganda and Zambia. An additional eleven advocacy and fundraising offices are located in Europe and North America.

Amref Health Africa is driven by its vision of *'Lasting health change in Africa'* and its *mission 'To catalyze and drive community-led and people-centred health systems while addressing social determinants of health'*. We believe that the power to transform Africa's health lies within its communities, and therefore strive to ensure that health systems are not only functional but that communities are empowered to hold these systems accountable for the delivery of quality and affordable health care.

### MAIN PURPOSE OF JOB

To support the procurement unit in its daily operations in order to realize the organizational strategic objectives.

### MAIN ROLES

KEY AREA	ACTIVITIES
Coordination of Procurement Processes	<ul style="list-style-type: none"> <li>• Receive all incoming requisitions and co-ordinate the flow in an effective and efficient manner using the laid down procedures.</li> <li>• Follow up with suppliers on the sourcing process to ensure timely delivery to end user.</li> <li>• Maintain an updated supplier's database.</li> <li>• Prepare Local Purchase Orders and send them to suppliers</li> </ul>

<b>KEY AREA</b>	<b>ACTIVITIES</b>
<b>Tender Processes</b>	<ul style="list-style-type: none"> <li>• Assist in preparation of tender documents and soliciting of tender/quotations.</li> <li>• Assist in the establishment of appropriate frameworks to enable improved organizational efficiency.</li> <li>• Carry out analysis of quotations and prepare relevant reports.</li> </ul>
<b>Internal and External Relations</b>	<ul style="list-style-type: none"> <li>• Assist in fostering good business relationships between suppliers and internal customers.</li> <li>• Answer incoming queries regarding outstanding procurement requests.</li> <li>• Preparing reports for the Tender Committee.</li> </ul>
<b>Contract Management</b>	<ul style="list-style-type: none"> <li>• Assist in managing contracts with suppliers of goods and services.</li> <li>• Assist in risk analysis of contract conditions, costs and sub-contracts.</li> <li>• Prepare donor reports on procurement matters.</li> </ul>
<b>Filing and Documentation</b>	<ul style="list-style-type: none"> <li>• Responsible for filling registry of purchases related documents.</li> <li>• Develop various reports as required by the department and users.</li> </ul>
<b>Tender Committee Reports</b>	<ul style="list-style-type: none"> <li>• Prepare monthly reports for tender committee approvals (through minutes and via emails).</li> </ul>
<b>Preparation of RFQs and Quotations Analysis</b>	<ul style="list-style-type: none"> <li>• Prepare RFQs for PRs raised on a daily basis.</li> <li>• Prepare quotations analysis for quotations received for Procurement Officer's approval.</li> </ul>
<b>Taking of Evaluation Minutes and Tender Openings</b>	<ul style="list-style-type: none"> <li>• Prepare tender opening and evaluation minutes as assigned and ensure the participants duly sign them.</li> </ul>
<b>Disposal of Assets Reports</b>	<ul style="list-style-type: none"> <li>• Prepare reports/minutes for disposal of used motor vehicles and assorted items as and when assigned.</li> </ul>

## **REQUIRED QUALIFICATIONS**

### **Education and knowledge**

- Bachelor of Commerce or Business Management – Procurement & Logistics Option.
- Member of KISM.

### **Experience**

- Minimum of three (3) years' experience in the procurement function.

### **Skills and Competencies**

- Procurement analysis.
- Supply chain management.
- Report writing.
- Excellent oral and written communication skills.

- Analytical and attention to details.
- Good coordination, problem solving and networking skills.
- Team player.
- Strong interpersonal skills.
- High integrity and honesty.
- Ability to work under minimal supervision.
- Ability to work under pressure.
- Hard working and result oriented.
- Ability to write clearly, concisely and in a logical manner.

### **How to apply**

Interested? Please visit our website <https://amref.org/vacancies/> to make your application. You will be directed to our online portal where you will need to create an account in order for you to be able to submit your application. Your application should include a cover letter detailing why you are the best fit for this position and your CV with relevant skills and experience. Closing date will be **July 09, 2023**. Only shortlisted candidates will be contacted.

*Duly note that Amref Health Africa does not require applicants to pay any money at whatever stage of the recruitment and selection process and has not retained any agent in connection with recruitment. Although Amref may use different job boards from time to time to further spread its reach for applicants, all open vacancies are published on our website under the Vacancies page and on our official social media pages. Kindly also note that official emails from Amref Health Africa will arrive from an [@amref.org](mailto:@amref.org) address.*

*Amref Health Africa is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment. Amref Health Africa is an equal opportunity employer and has a non-smoking environment policy.*