

JOB DESCRIPTION

Procurement Officer

Job Title	Procurement Officer
Division	Finance
Department	Finance
Reports To	Finance Manager
Direct Reports	None
Document Date	September 2026

JOB PURPOSE

To participate in developing and implementing the facility's procurement systems and procedures across supply chain activities, the stock control function, and inventory, ensuring timely reporting for effective use and efficiency in the utilisation of goods purchased.

DUTIES & RESPONSIBILITIES

- Provide leadership and guidance to user departments in the development of specifications.
- Ensure efficient and cost-effective sourcing and delivery of materials, services, and/or equipment to user departments.
- Develop and implement sourcing strategies for spend management, supplier development and management, category buying, contracts, vendor-managed inventory, and rating processes, among others.
- Lead supplier pre-qualification, selection, and development processes, as well as quotation and tender processes, in a timely and transparent manner.
- Contribute to lead-time reduction and demand management initiatives so as to optimise inventory levels.
- Ensure cost-effectiveness, quality, and timely procurement and delivery of all supplies and services.
- Manage the development and preparation of contracts and ensure all contract renewals and reviews are done on time.
- Prepare appropriate financial, inventory, and other reports.
- Perform any other duty as may be assigned from time to time.

QUALIFICATIONS

Education

- Bachelor's Degree in Commerce, Economics, Supply Chain Management, or any other related area.
- Full professional Purchasing and Supplies qualification - CIPS or equivalent from a recognised institution.

Experience

- 4 years' experience in local and international procurement.

Membership

- Member of the Kenya Institute of Supplies Management (KISM) or any other relevant professional body in good standing.



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KEY COMPETENCIES

- Highly analytical.
- Excellent negotiation skills.
- Good interpersonal and communication skills.
- High level of integrity.

ACKNOWLEDGEMENT

I confirm that I have read and understood the duties as stipulated in this Job Description.

Name: _____

Procurement Officer

Signature: _____

Date: _____

Name: _____

Finance Manager

Signature: _____

Date: _____