



PROCUREMENT OFFICER

Organization Background

The Kenya Climate Innovation Center (KCIC) is a social impact organization operating in the climate space, committed to supporting micro and small enterprises and driven by innovation. KCIC provides incubation, capacity building services and financing to Kenyan entrepreneurs and new ventures that are developing innovative solutions in renewable energy and energy efficiency, water management, agribusiness, waste management, and commercial forestry in a bid to address climate change challenges.

KCIC is currently implementing several long-term programmes including AgriBiz, a five-year programme supported by the European Union (EU) and DANIDA. GreenBiz Programme supported by DANIDA, Productive Use of Solar Energy (PUSE) supported by the Charles Stewart MOTT Foundation and Towards a sustainable future: Innovative Approaches to Waste Management (SWIFT) supported by IKEA Foundation.

KCIC is recruiting **one (1)** Procurement Officer to oversee the procurement function.

JOB DESCRIPTION

Role Title:	Procurement Officer	Reports to:	Finance and Grants Manager
Directorate	Corporate Services	Department	Finance and Grants
Country:	Kenya	Location & Work-Related Travel:	Nairobi
Direct Reports	Procurement Assistant	Others Reporting Indirectly	None

Job Summary

The position is responsible for developing and implementing KCIC procurement and supply chain management strategies, policies and procedures.

Key Responsibilities:

1. Develop and coordinate the implementation of procurement strategies, policies and procedures in line with the KCIC strategic objectives;
2. Coordinate the development of the corporate annual procurement plan based on approved budgets;
3. Coordinate supplier prequalification for updated list of suppliers for all categories of services and supplies;
4. Coordinate procurement of goods and services in compliance with approved policies and procedures based on user requests;
5. Prepare procurement documents including raising RFQs, issuing Purchase Orders and Call-off Orders against Framework Agreements, for approval and execution;
6. Analyse user requisitions for compliance with procurement policies and procedures;
7. Coordinate operations of Procurement Committees maintaining the required records to inform approval of various the procurement processes for goods and services;
8. Coordinate negotiation of contracts with suppliers for quality services, added value and cost management;
9. Coordinate receipt of goods and inspection of works for quality delivery against procurement specifications;
10. Develop supplier appraisal criteria and appraise suppliers for effective supplier relationship management;
11. Process invoices for goods and services delivered for accuracy and completeness of documentation to facilitate payments;
12. Manage supplier contracts and initiate renewals on schedule for uninterrupted supplies and services;
13. Prepare management information reports on a monthly and quarterly basis, including data analysis and recommendations on improving the efficiency of sourcing services.

Qualification

- Bachelor's degree in procurement and supply chain management or any other business-related degree with a Diploma from Chartered Institute of Purchasing and Supplies (CIPS) or equivalent certification.
- Membership to a reputable professional body; KISM, CIPS.

Experience

- Minimum Five (5) years progressive experience in a procurement and supply chain role.
- Experience in application of CRM and ERP, or any other procurement software.

Functional Skills

- Negotiation skills;

- Analytical skills;
- Customer service and communication skills;
- Report writing skills;
- Planning and organization skills.

Behavioral Competencies

- Professionalism and integrity
- Interpersonal skills
- Reliability and adaptability
- Creativity and innovation
- Team player

How to Apply

Interested candidates are invited to send the completed KCIC employment application form together with their up-to-date CV with their contact details, copies of academic and professional certificates, details of current and expected remuneration, the names of three professional referees, and a cover letter demonstrating how you meet our requirements.

The closing date for applications is **Wednesday, 29th November 2023**. Only shortlisted candidates will be contacted.

Kenya Climate Innovation Center is an equal-opportunity employer.