



PROCUREMENT OFFICER (1 position)

REPORTS TO: Senior Procurement Officer

JOB LOCATION: Mombasa

CONTRACT TERMS: Fixed Term 1 year

AMURT seeks to recruit a Procurement officer for USAID Tujitegemee program, under Kenya Health Partnerships for Quality Services (KHPQS). Tujitegemee is funded by USAID PEPFAR to implement OVC & DREAMS Programs in Mombasa and Kilifi counties with an aim of increasing access and demand for quality HIV Prevention Services, increasing access to Quality Health and Social Services for OVC and their Families.

QUALIFICATION

- Degree in Procurement and supply chain management.
- Member of a professional body KISM or CIPS
- At least 2 years' experience in a busy organization-NGO experience preferred.

RESPOSIBILITY

- Consolidate the / quarterly/ Annual Procurement Plan
 - Prepare procurement/supplies reports & updates for submission to procurement manager
 - Support in asset management
 - Secretary to the Procurement committee

- Prepare tender documents, notices, contract documents and proposals including SAM search on vendors
 - Initiate a tender process to prequalify suppliers
 - Participate in Stock taking exercise
 - Consolidate user requirements to ensure economies in procurement process
 - Maintain the procurement records
 - Drafting of annual and revised procurement and disposal plans
 - Maintain an up-to date database records of prequalified suppliers.
 - Undertake supplier rating and appraisal and conduct regular market surveys.
 - Conduct thorough checks of material and service deliveries before signing delivery note to ensure value for money.
- Raise LPO with the Finance Department for payments of goods, services, and works procured.

All applicants should urgently use this link <https://recruitment.amurtafrica.org> and fill in their details and submit the application by 28th December 2024 before close of business hours. Only short-listed candidates will be contacted as interviews will be done on a rolling basis. Canvassing will result to automatic disqualification.

“AMURT is committed to zero tolerance on all forms of violence and discrimination against children, beneficiaries and staff”.