

# VACANCY

## PROCUREMENT OFFICER



Job Title	Procurement Officer	Probation	3 months
Location	Nairobi, Kenya	Reports to	Procurement & Logistics Manager

The **Procurement Officer** is a strategic role in the supply chain for Marie Stopes Kenya. This role requires an astute and highly dependable individual who will oversee purchasing activities and ensure that purchased items are both cost-efficient and of high quality. The Procurement Officer's overall responsibilities include maintaining positive supplier and key stakeholder relations, evaluating supply options, purchasing goods and services, and maintaining accurate records. The Procurement Officer should have an analytical mind and keep up with product and service trends in the industry. Ultimately, he/she should be able to negotiate well and ensure that all purchases comply with company policy and ethical standards and are delivered by suppliers in a timely manner. Excellent communication skills, business acumen as well as aptitude in using computers are key skills for this position.

Marie Stopes Kenya is an NGO registered in Kenya as a local implementing partner of MSI Reproductive Choices, a UK charity. We deliver quality sexual and reproductive healthcare, family planning and other women's health services to millions of the world's poorest and most vulnerable women. We want to make sure that women have a choice when it comes to having children and that death by unsafe abortion is reduced.

It is the responsibility of this role is to further our goal of **MAKING CHOICE POSSIBLE** for every Kenyan.

The post holder commits to and is held accountable to MSI Reproductive Choices core values:

Mission-driven	Client-centred	Accountable	Courageous
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### Key Responsibilities

- Oversee and supervise activities of the purchasing department.
- Prepare plans for the purchase of equipment, services, and supplies on time and within budget.
- Attend to procurement requisitions in a timely manner and provide timely feedback to relevant stakeholders regarding their requests
- Follow and enforce the company's procurement policies and procedures.
- Review, compare, analyze, recommend and obtain approvals for products and services to be purchased.
- Manage inventories and maintain accurate purchase and pricing records.
- Maintain and update supplier information such as qualifications, delivery times, product ranges, performance etc.
- Maintain good supplier relations and negotiating contracts.
- Research and evaluate prospective suppliers.
- Prepare budgets, cost analyses, and reports as directed by the Procurement & Logistics Manager.

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### Qualifications:

- Bachelor's degree in business, healthcare or a similar field preferred.
- 2+ years of experience as a Procurement Officer or in a similar position.
- Proficiency in Microsoft Office Suite and ERPs.

### Skills:

- High level of attention to detail
- Strong communication and negotiation skills
- Good analytical and strategic thinking skills
- High regard for confidentiality
- Ability to work efficiently in a strict deadline-driven environment

### Behaviours and Values:

Successful performance at MSK is not simply defined in terms of 'what' people achieve, but equally is about 'how' people go about their jobs and the impact that they have on others.

<b>Work as One MSI</b>	You contribute, use, and share accurate data and evidence to improve understanding, insight and decision-making across MSI, enabling us to maximize our ability to influence others.
	You share relevant knowledge, expertise and resources to strengthen teamwork and prevent duplication of effort.
	You actively work as part of a team, providing support and flexibility to colleagues, demonstrating fairness, understanding and respect for all people and cultures.
<b>Show courage, authenticity and integrity</b>	You hold yourself accountable for the decisions you make and the behavior you demonstrate.
	You are courageous in challenging others and taking appropriate managed risks.
<b>Develop and grow</b>	You seek feedback to enable greater self-awareness and provide the same to others in a way which inspires them to be even more effective.
	You manage your career development including keeping your knowledge and skills up to date.
<b>Deliver excellence, always</b>	You strive to consistently meet and exceed expectations, putting clients at the centre of everything, and implement smarter, more efficient ways of performing your role.
	You build and maintain effective long-term working relationships with all stakeholders, and are a true MSI ambassador.
<b>Leadership</b>	You inspire individuals and teams, through situational leadership, providing clear direction.
	You seek and provide opportunities which motivate team members, helping to develop skills and potential whilst strengthening our talent and succession pipeline.
	You are aware of emerging developments in our sector, demonstrating strategic insight about our clients and business and encourage this in your team.
	You articulate a vision of the future which inspires and excites others.

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### How To Apply:

Suitable and qualified internal candidates should email one document combining an application letter and CV to [pd@mariestopes.or.ke](mailto:pd@mariestopes.or.ke) on or before **18<sup>th</sup> November 2021**. The subject of the email should read **Procurement Officer**. Applications will be reviewed on a rolling basis. Do not attach certificates and testimonials. Marie Stopes Kenya is an equal opportunity employer and does not ask for fees at any stage of the recruitment process. Successful candidates must abide by MSI's Antifraud & Bribery Policy and Safeguarding Policy, including protection of children and vulnerable adults. Only shortlisted candidates will be contacted.