



CAREER OPPORTUNITY- INTERNAL ADVERT

KCA University is a dynamic private Business and Technology University committed to quality service and ethical practices. KCA University seeks to recruit a candidate from among the current staff to fill the following position;

PROCUREMENT OFFICER

The job holder is responsible for ensuring the efficient and effective procurement of quality materials, goods, and services at the University.

Key Responsibilities and Tasks

- Implement the University's Supply Chain Management work plan.
- Prepare and distribute the tender documents, request for quotations, and proposal documents to suppliers.
- Coordinate the receiving and opening of quotations, requests for proposals and tender documents.
- Facilitate the preparation of Local Purchase Orders.
- Monitor the maintenance of stock levels and advise user departments to raise purchase requests for stock replenishment.
- Coordinate receiving and recording of invoices, delivery notes, internal requisition purchase documents and any other relevant documents on behalf of the department.
- Assist in collecting information for quarterly/annual reports for submission to the University Management.
- Prepare and compile all relevant documents to support suppliers' payments.
- Coordinate issuance of goods to users as per the requests in a timely manner.
- Record and forward delivery notes, invoices, and copies of contracts, including LPOs and acceptance certificates for payment.
- Participate in the preparation of the Departmental budget.

- Assist in the development of the University Supply Chain Management policies and procedures.

Minimum Qualifications

- Bachelor's Degree in Supply Chain Management, Procurement and Supplies Management or its equivalent from an accredited/recognized University
- Four (4) years of relevant experience.
- Membership to a relevant professional body in good standing

Other Skills and Attributes.

- Exemplary customer service skills
- Planning & Organization Skills
- Strong communication skills.
- Collaboration and team work
- Techno- Savvy

How to Apply

Interested candidates who meet the above requirements should submit an application letter indicating current and desired salary, a detailed CV, academic & professional certificates and a clear copy of your Kenya National ID and KRA PIN certificate via the linked form <https://forms.gle/fDfysSjd3v2hW7568> by 21st June 2024.

Only shortlisted candidates will be contacted.

Head of Human Capital Management,

KCA University,

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