



## VACANCY ANNOUNCEMENT

**Date of issue:** 27<sup>th</sup> July 2020  
**Deadline for application:** 9<sup>th</sup> August 2020  
**Job Title:** Procurement Officer  
**Duty Station/Mission:** Nairobi/ MSF Belgium-KSU  
**Duration:** 6 months Contract, extendable

Médecins Sans Frontières Belgium (Kenya Supply Unit) is looking to fill the position of a **Procurement Officer**. The selected candidate will report to the Procurement Manager for daily supervision.

### **Objective of the Position:**

1. Ensure smooth procurement operations by assisting the Procurement Manager in his/her daily operations.
2. Support KSU operations by safeguarding KSU supply SOP's and guidelines, Service Level Agreements and other Framework Agreements.
3. Uphold KSU's Procurement Key Performance Indicators [KPI's].
4. Support KSU operations by ensuring good management of procurement related databases and files in an orderly manner.
5. Ensures overall integrity, accuracy and tidiness of information shared, the filing system, ERP system, and product- and supplier database.

### **Tasks & Responsibilities:**

S/he will perform the following main tasks, among others:-

- In liaison with the Procurement Manager, follows up on the procurement process till order placement to supplier
- Communicate to the Purchasing Officer as soon as a bid analysis is performed,
- Assist in conducting market assessment.
- Obtain quotation from suppliers when the supplier's preferences cannot apply or for new articles and submit proposals to the Procurement Manager for validation.
- Negotiate prices with the suppliers for all items non-tendered.
- Ensure compliance with KSU Procurement SOP's in completing CBA and default procedures.
- Ensure the MSF approved supplier list is updated and in order, including black listed supplier list.
- Ensure all documents needed are complete and accurate before sharing with other departments [e.g. Signed supplier VAT refund agreement, RFQ etc.]
- Administration of contracts and follow-up on supplier compliance.
- Ensures transport quotation and CBA, and prepare transport contract for movements without contract.
- Analyse tender/bids received and share with Line Manager for decision making.
- Attends supplier meeting with Procurement Manager.
- Screens and analyses the RFQs to ensure that all information is clear and captured. Communicates to Customer Service Officer when the request needs more clarification or amendment.
- Proposes alternatives and/or crosschecks with Customer Service Officer when requested items are not available, not meeting MSF quality standards or are not in line with previous purchases done by the client.
- Proactively engages with the suppliers to maintain a good relationship and to ensure that they are performing according to KSU's expectations and specifications.
- Immediately inform the Line Manager of any problems arising in the course of the work.

### **Qualifications & Requirements:**

**Education:** Diploma in Procurement, or related studies in Supply Chain Management. Degree in the same field is an added advantage.

**Experience:** At least 3 years' experience in procurement process or supply chain; Previous working experience with MSF or other NGOs is preferable.

**Skills/ Competences:** diplomacy, culturally sensitive, patience, proactive, flexible, attentive to details, organized; computer literate.

**Strengths required:** Excellent communication & reporting skills. Strong initiative and a team player.

**Language:** Proficiency in written and oral English & Swahili.

Candidates meeting the above qualifications are requested to **ONLY** submit a motivation letter and an updated Curriculum Vitae mentioning on the envelop/ email subject line, "Procurement Officer", to:

**The HR Manager**  
**Médecins Sans Frontières Belgium-KSU**  
**P.O. Box 38897-00623, Nairobi**  
**Email: [msfocb-ksu-recruitment@brussels.msf.org](mailto:msfocb-ksu-recruitment@brussels.msf.org)**

Applications must be received by the deadline. Only short-listed candidates will be contacted.  
**MSF is an equal Employer and does not charge any application/ recruitment fee.**