

<b>1. IDENTIFICATION</b>	
<b>JOB TITLE</b>	<b>Procurement Intern</b>
<b>DIRECTORATE/UNIT</b>	<b>Finance and Procurement Directorate</b>
<b>PHYSICAL LOCATION</b>	<b>Amref Health Africa in Kenya, Nairobi</b>
<b>PERIOD</b>	<b>3 months</b>

## **2. JOB OBJECTIVE**

To Support the Procurement unit to collect, analyse and synthesise strategic information necessary to strengthen procurement processes.

## **3. REPORTING RELATIONSHIP**

The Procurement Intern will directly report to the Procurement Officer.

## **4. RESPONSIBILITY**

- In consultation with the Procurement Officer and Assistant do the following
  - Raising quotations,
  - Analysis quotation
  - Preparing the tender and procurement documents
  - Processing Local Purchase Orders and Service Orders
- Participate in opening of tenders, quotations and evaluation
- Updating procurement status report
- Issuing and receiving of stock
- Preparation and maintenance of stores records
- Warehouse security safety and cleanliness
- Implementing and enforcement of Procurement and Stores regulations, policies systems and procedures

## **5. QUALIFICATIONS**

- A University degree in Procurement and Logistics
- Experience with using spreadsheets and ERP system

## **6. COMPETENCES**

- Strong interpersonal skills;
- Attentive to details;
- Able to deliver quality work within tight deadlines with minimal supervision;
- Hard working and results oriented;
- Strong communication skills
- Ability to write clearly, concisely, and in a logical manner