**PROCUREMENT AND ADMINISTRATION DEPARTMENT**

**TOR-PROCUREMENT INTERN**

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<thead>
<tr>
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<th>IDENTIFICATION</th>
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<tbody>
<tr>
<td>1</td>
<td>JOB TITLE</td>
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<tr>
<td>1.1</td>
<td>Procurement Intern</td>
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<td>1.2</td>
<td>Directorate/Unit</td>
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<td>1.3</td>
<td>Physical Location</td>
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<td>1.4</td>
<td>Period</td>
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<td>Finance and Procurement</td>
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<td>KCO-Near Wilson Airport - Nairobi</td>
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<td>3 months</td>
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1) **JOB OBJECTIVE:**

To support the procurement unit in its daily operations in order to realise the organisational strategic objectives.

2) **REPORTING RELATIONSHIPS**

The interns shall report directly to the Procurement Officer.

![Organizational Chart]

- Procurement & Administration Manager, Corporate & Kenya
- Procurement Officer
- 2 Stores Assistants
- 4 Procurement Assistants
- Interns
3) DUTIES AND RESPONSIBILITIES:

- Assist Procurement Officer and his Assistants in raising quotations, quotation analysis, preparing the tender and procurement documents.
- Participate in opening of tenders, quotations and evaluation.
- Implementation of approved procurement plans.
- Draft framework agreements for suppliers.
- Updating procurement status report.
- Issuing and receiving of stock.
- Preparation and maintenance of stores records.
- Stock taking, inventory and reconciliation.
- Warehouse security safety and cleanliness.
- Implementing and enforcement of Procurement and Stores regulations, policies systems and procedures.
- Scanning of various procurement documents
- Filing of various documents including quotations, minutes and contracts
- Clearing obsolete stock from the stores to where they are required
- Taking minutes of departmental meetings
- Expediting delivery of goods

4) KNOWLEDGE AND REQUIRED QUALIFICATIONS

- Bachelor of Commerce or Business Management –Procurement & Logistics Option

5.1 SKILLS

- Procurement analysis
- Supply chain management
- Report writing
- Excellent oral and written communication skills
- Analytical and attention to details
- Good coordination, problem solving and networking skills

5.2 COMPETENCES

- Team player
- Strong interpersonal skills
- High integrity and honesty
- Ability to work under minimal supervision
- Ability to work under pressure
- Hard working and result oriented
- Ability to write clearly, concisely and in a logical manner

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