



**PROCUREMENT AND ADMINISTRATION DEPARTMENT
TOR-PROCUREMENT INTERN**

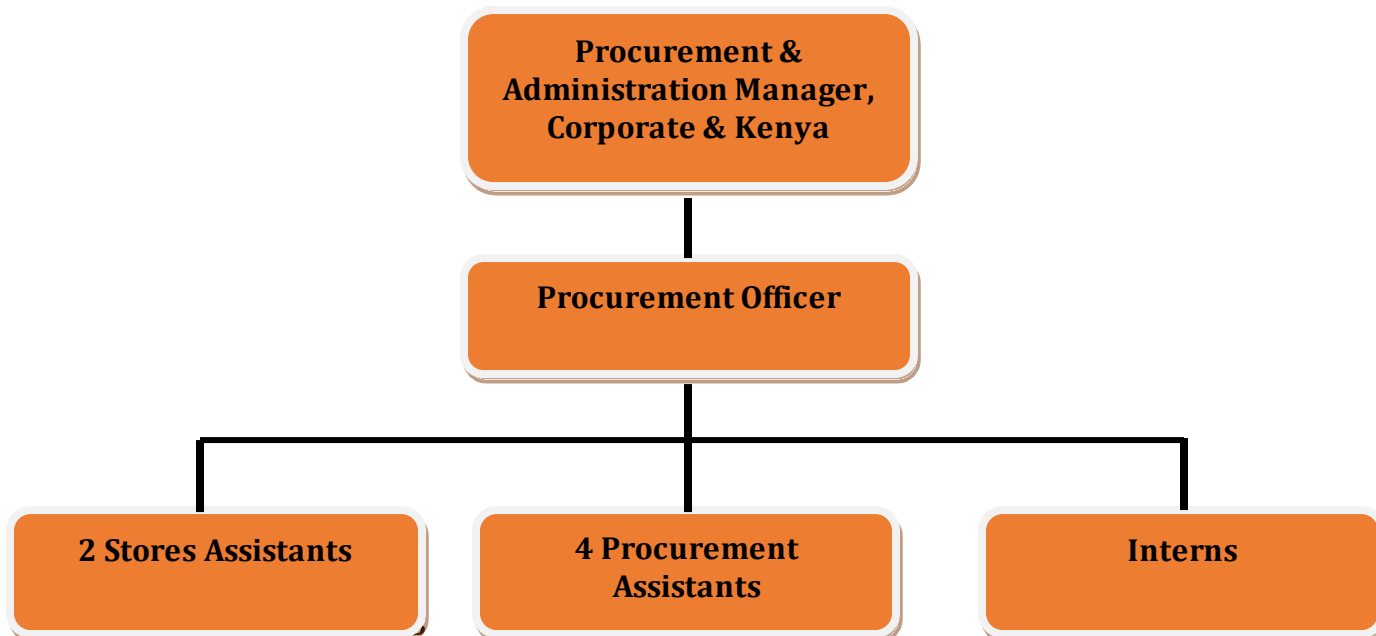
1	IDENTIFICATION	
1.1	JOB TITLE	Procurement Intern
1.2	Directorate/Unit	Finance and Procurement
1.3	PHYSICAL LOCATION	KCO-Near Wilson Airport -Nairobi
1.4	PERIOD	3 months

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.



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

Please visit <https://amref.org/kenya/volunteer/> for guidelines