



PROCUREMENT AND ADMINISTRATION DEPARTMENT

JOB DESCRIPTION-(PROCUREMENT INTERN)

To be completed comprehensively by the job holder and the Supervisor and forwarded to the HR Department for filing after signing.

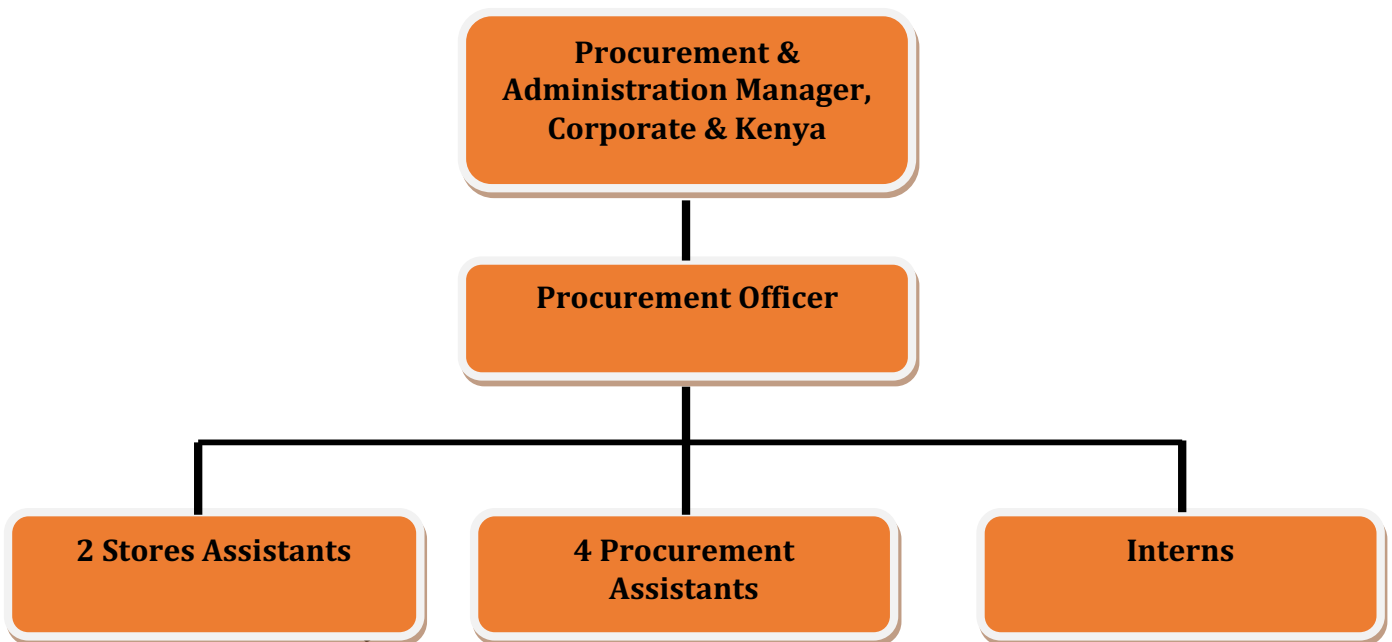
1	IDENTIFICATION (full name and staff number, date of employment)	
1.1	JOB TITLE REPORTING TO	Procurement Intern
1.2	grade/job group	
1.3	DEPARTMENT/PROGRAM/PROJECT	Procurement and Administration
1.4	PHYSICAL LOCATION	Nairobi

1) MAIN PURPOSE:

To learn and gain practical experience on the job by supporting the procurement team in the delivery of services efficiently and effectively.

The procurement Officer shall provide the Job Description to all current interns and the duties shall include the following which may vary from time to time depending on the nature and frequency of activities.

2) REPORTING RELATIONSHIPS



3) PERSONNEL

PERSONNEL REPORTING TO THE JOB HOLDER	REPORTING INDIRECTLY OR THROUGH
NA	NA

3.2 OTHER RESOURCES (EQUIPMENT AND ASSETS)

- ACCESS TO DEPARTMENTAL FILES
- FILES AND RECORDS

4) 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

5) 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
- Good listener
- High integrity and honesty
- Ability to work under minimal supervision
- Ability to work under pressure
- Highly organized and ability to meet deadlines

6 ACKNOWLEDGEMENT AND APPROVAL

ACKNOWLEDGEMENT AND APPROVAL
<p>We have carefully reviewed this Job Description and we are both satisfied that it fully and accurately describes the requirements of the position.</p> <p>IMMEDIATE SUPERVISOR</p> <p>Signature: _____ Date: _____</p> <p>I have read this document and agree to undertake the duties and responsibilities as listed above I also acknowledge that this description of tasks is only indicative and that it is my responsibility to be an active and supportive member of the team. Therefore, I may be required to undertake additional duties and responsibilities from time to time that are not detailed herein. However, if the new tasks constitute a substantial change of the duties and responsibilities listed above, the supervisor and the job holder can at any time request renegotiation of the job description (for changes to be considered substantial, they should amount to at least 15% of the total working hours).</p> <p>JOB HOLDER</p> <p>Name: _____</p> <p>Signature: _____</p> <p>Date: _____</p>