



PROCUREMENT AND ADMINISTRATION DEPARTMENT

TOR-PROCUREMENT INTERN

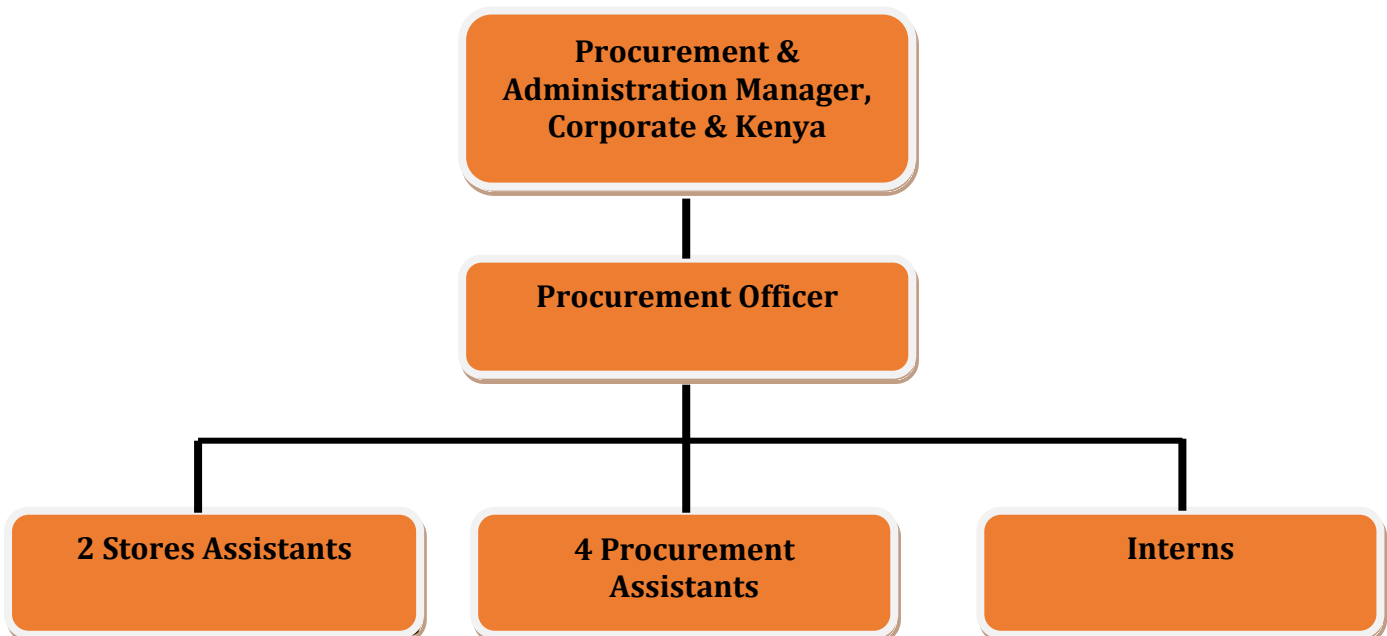
1	IDENTIFICATION	
1.1	JOB TITLE	Procurement Intern
1.2	Directorate/Unit	Finance and Procurement
1.3	PHYSICAL LOCATION	KCO-Near Wilson Airport -Nairobi
1.4	PERIOD	3 months

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 Procurement Assistants in preparation of quotation analysis
- Participate in opening of tenders and sorting of quotations.
- Fast track signing of framework agreements and other documents by signatories
- Assist stores staff in Issuing and receiving of stock.
- Assist stores staff in preparation and maintenance of stores records.
- Assist in stock taking.
- Ensure safety of procurement and stores property/goods.
- 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
- Any other duties assigned by the Procurement Officer

4) KNOWLEDGE AND REQUIRED QUALIFICATIONS

- A final year in 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