



VACANCY

Chai SACCO Society Ltd is a leading deposit taking Savings and Credit Co-operative Society Ltd with nationwide membership. The SACCO has five fully-fledged branches in Nairobi, Litein, Mombasa, Kisii and Nkubu, and Marketing Offices in Olenguruone and Silibwet. We are looking for a self-driven and results-oriented person to fill the position of **Procurement & Administration Officer**.

Job Title	Procurement & Administration Officer
Division	Human Resources and Administration
Position Reports to	Functionally to the CEO and administratively to the HR & Administration Manager
Position Supervises	Nil

Job Summary

Responsible for the coordination of office operations, procurement and resources mobilization to facilitate organizational effectiveness and efficiency.

Main Duties and Responsibilities

The jobholder's duties and responsibilities are outlined as follows;

I. Operational Roles and Responsibilities

- a) Managing general office administration of Chai Sacco by managing office space, maintaining service contracts, managing office equipment and monitoring administrative costs;
- b) Implementing Procurement and office administrative policies and procedures at Chai Sacco.
- c) Preparing requests for proposals/ quotations and prepare comparison of various quotations
- d) Maintaining procurement records and managing Society inventory
- e) Preparing reports on procurement activities as per guidelines
- f) Conducting research to ascertain best products and services in terms of best value, quality and delivery
- g) Forecasting price trends
- h) Ensuring that office supplies and inventory are adequately replenished.
- i) Implementing office safety measures at Chai Sacco including Fire drills, First Aid Activities etc;

- j) Managing the company vehicles by coordinating vehicle maintenance, motor vehicle insurance activities, maintaining a user log of the vehicles and sourcing for outsourced taxi services
- k) Managing the renewal of office licenses and relevant business licenses
- l) Attending internal meetings, taking minutes and following up on actionable areas

II. Perform any other duties as assigned from time to time.

Key Result Areas:

The accountability areas are:

- Maintenance of sound administration policies.
- Healthy and safe work environment.
- Proper management of office space
- Efficient coordination of staff functions
- Timely procurement of items
- Accurate reports on procurement activities
- Asset management

Knowledge and Skills Required:

The jobholder's must possess;

- Degree in Purchasing and Supply or its equivalent from a recognised institution
- Higher Diploma/ professional certification in Procurement/ supply chain management
- Minimum 3 years' experience in the application of procurement regulations
- Member of Kenya Institute of Supplies Management
- Licenced procurement professional
- Hands on experience/application of Public Procurement and Asset Disposal Act 2015
- Effective communication skills
- Excellent planning and logistical skills.
- Strong analytical and problem solving skills.
- Good interpersonal and communication skills.

Interested candidates who meet the set criteria may submit their applications with a detailed CV, copies of their certificates & national ID, and names and contacts of three referees, expected remuneration and daytime telephone contacts in a **cleared marked envelope “APPLICATION FOR PROCUREMENT & ADMIN OFFICER”** to:

**The HR & Administration Manager,
Chai SACCO Society Ltd,
KTDA Plaza, 4th Floor,
P.O. Box 278-00200, Nairobi.**

OR submit by email to hr@chai-sacco.co.ke with the Subject: “APPLICATION FOR PROCUREMENT & ADMIN OFFICER”.

Application deadline: **30th September 2017.**

Only short-listed candidates will be contacted.

Chai Sacco is an equal opportunity employer.