



SENIOR PROCUREMENT OFFICER - JOB DESCRIPTION

INTRODUCTION

Habitat for Humanity Kenya (HFH Kenya) is a national non-profit organization that began its operations in 1982 as an affiliate of Habitat for Humanity International. The affiliation is guided by a National Affiliation Agreement (NAA) and a Memorandum of Understanding (MOU). HFH Kenya's vision is: "A nation where every family has a decent place to live." Mission: "Seeking to put God's love into action, Habitat for Humanity Kenya brings people together to build homes, communities and hope". Our overarching goal is: "Enabling low income families access decent and affordable shelter"

CONTRACT DURATION	2 YEARS
LOCATION	Nairobi
DIRECT SUPERVISEES	Procurement Officer, Assistant Procurement Officer and Procurement Interns
RELATIONSHIP WITH OTHER DEPARTMENTS	Programmes, HR, Partnerships and Communications Departments

JOB PURPOSE

Under the direct supervision of the Head of Finance and Operations, the Senior Procurement Officer shall oversee the procurement process of services and materials essential for the organization to achieve its goals. The primary role for this position is to provide efficient and effective procurement of various goods and services for Habitat for Humanity Kenya. This position requires a strategic and detail-oriented individual who can effectively manage supplier relationships, ensure cost-effective purchasing, and uphold ethical procurement practices.

He/she will advise the Head of Finance & Operations and SMT on procurement aspects of HFHK. The Senior Procurement Officer reports to the Head of Finance & Operations and has full responsibility to lead and guide, coach, motivate and mentor the procurement team under him/her.

DUTIES

- 1. Procurement Strategy Development:** Develop and implement a procurement strategy aligned with the organization's goals and objectives. Conduct market research to identify potential suppliers and new procurement opportunities. Collaborate with relevant stakeholders to understand project requirements and procurement needs.
- 2. Procurement systems and processes:** Coordinate fully compliant procurement systems and operating procedures. Assess effectiveness and efficiency and recommend improvements. Contribute to ensuring compliance with HFH Kenya procurement policies and procedures, standards, donor regulations, and local statutory requirements.
- 3. Procurement Plan & tracker:** Coordinate with various departments to develop and maintain an up-to-date procurement plan with all quantities, quality and delivery requirements for goods and services. Provide pricing information to assist budget holders with budget preparation. Maintain an up-to-date procurement tracker to be shared with different departments and SMT on a monthly basis.
- 4. Procurement Process Management:** Oversee the end-to-end procurement process, including

requisition, sourcing, evaluation, and purchase order/Contract issuance. Ensure adherence to procurement policies, procedures, and regulatory requirements. Review and approve purchase requisitions and orders to ensure accuracy and compliance.

5. **Cost Control and Budget Management:** Coordinate the sourcing process and perform various activities to assist with ensuring the best value for money: market research, cost estimates, solicitation documents, bidding process facilitation, supplier identification and research, quality and availability of goods assessment, negotiation, contract/purchase order and other documents preparation. Analyze pricing trends and market conditions to optimize procurement decisions and achieve cost savings.

Develop and manage procurement budgets, tracking expenses and identifying areas for cost reduction. Conduct regular cost-benefit analyses to assess the financial impact of procurement decisions.

6. **Vendor Management:** Maintain correspondence and constant contact with suppliers to follow up on the execution of contractual terms and conditions, and handle issues if needed. Monitor and report on supplier performance, noting current and/or potential issues and/or inefficiencies and assist with contract/purchase order modifications. Identify, evaluate, and select reliable suppliers based on quality, cost, reliability, and delivery speed. Negotiate contracts and agreements with suppliers to secure favorable terms and conditions.
7. **Risk Management and Compliance:** Identify and mitigate procurement risks, such as supply chain disruptions, price fluctuations, and compliance issues. Monitor and enforce compliance with relevant laws, regulations, and ethical standards. Implement internal controls and procedures to safeguard the integrity of the procurement process.
8. **Transparency and Accountability in procurement:** Accountable for transparency within the procurement department through ensuring a complete, accurate and up-to-date document trail of all procurement processes, vendor files, procurement, and inventory database to assist with control and accountability. Prepare reports and facilitate document retrieval.
9. **Collaboration with other functions and departments:** Communicate with other procurement staff, finance and operations team and other departments to coordinate and track goods/services delivery and receipt and keep everyone informed of the status. Coordinate with the requisitioning department to confirm that goods/services delivered are what have been ordered in the correct quantities and quality, they arrive on schedule and at the right cost.
10. **Personnel Management:** Assist Head of finance and operations in recruiting, developing, train, supervise and appraise supply chain staff under him/her to achieve the function's overall responsibilities as well as to support the achievement of the organization's strategic and operational objectives.
11. **Support in proposal development:** Provide timely and relevant costing information for proposal development and other solicitations by the country office.
12. **Inventory management:** Develop and maintain a robust inventory management system to ensure all materials and supplies procured are well recorded and safeguarded in accordance with the organization policies and procedures and industry best practices.

KEY PERFORMANCE INDICATORS

- Weekly production and maintenance of the procurement and suppliers' payment tracker and other

status reports on procurement activities and work in progress.

- Monthly procurement reports e.g Procurement plan tracker.
- Strict implementation of the organization procurement policies and procedures.
- Timely and quality procurements.
- People management skills

QUALIFICATIONS

- Bachelor's Degree in Procurement and Logistics Management, Business Administration, or other relevant degree required. Full professional certification such as CIPS is mandatory.
- Good knowledge of various donor procurement regulations (e.g. BMZ, KOICA, ADH, EU, UN, USAID etc)
- Staff management experience and abilities that are conducive to a learning environment.
- Knowledge of international and national procurement regulations and local market conditions.
- Knowledge of contract terms, as well as a proven ability to successfully complete purchase orders against specifications.

KNOWLEDGE, SKILLS & ABILITIES REQUIRED

- Demonstrated experience in practical application of enterprise-wide computerized procurement system/software (e.g SAP, Agresso, Navision).
- Good planning and coordination skills and ability to prioritize competing priorities effectively.
- Good analytical skills with ability to make independent judgments and decisions.
- Proactive, results-oriented, and service-oriented with focus on meeting customer needs.
- Ethical conduct in accordance with recognized professional and organizational codes of ethics.
- Good negotiation, communication, and relationship management skills.
- Proficient in MS Office package (Excel, Word, PowerPoint). Experience with database management systems (e.g. MS Access) highly desirable..

EXPERIENCE

- Minimum of 5 years work experience in procurement/purchasing management, logistics, administration, preferably with an international non-Governmental organization

OTHER INFORMATION

- Active support of HFHK Values:
 - Humility – We are part of something bigger than ourselves
 - Courage – We do what's right, even when it is difficult or unpopular
 - Accountability – We take personal responsibility for Habitat's mission
- Ability to work long and odd hours and occasionally, the position holder may be expected to work outside of regular working hours.
- Confidentiality
- Honesty
- High levels of integrity

Safeguarding: HFHI requires that all employees take seriously their ethical responsibilities to safeguarding our intended beneficiaries, their communities, and all those with whom we work. Managers at all levels have responsibilities to support and develop systems that create and maintain an environment that prevents harassment, sexual exploitation, and abuse, safeguards the rights of beneficiaries and community members (especially children), and promotes the implementation of Habitat for Humanity's code of conduct

How to apply

If your background, experience and competence match the job specifications, please submit your CV & motivation letter as a single file to hr@hfhkenya.org by **Thursday 18 July 2024** with the position applied for in the subject line.

Due to the expected high volume of applications, note that only shortlisted candidates will be contacted.

Habitat for Humanity Kenya is an equal opportunity employer, and as such, HFHK makes employment decisions and provides equal employment opportunity without regard to an applicant's race, religion, color, sex (including pregnancy, sexual orientation, or gender identity), national origin, age, or disability.

The protection of your personal data is important to HFHK. By submitting your application, you consent to HFHK using your personal data only for the recruitment process to have all the information and documents necessary to proceed with the recruitment, validation of your application and selection of the most suitable candidate. Your personal data will be treated confidentially. HFHK will not use your personal data in any other way other than for purposes of recruitment.

Report fraud at heal.habitat.org