

**CARE INTERNATIONAL IN KENYA  
JOB DESCRIPTION**

EMPLOYEE NAME:

ISOC-08 OCCUPATIONAL CLASSIFICATION:

|             |  |  |
|-------------|--|--|
| Group #:    |  |  |
| Subgroup#:  |  |  |
| Job group#: |  |  |

JOB TITLE: **PROCUREMENT COORDINATOR**

DEPARTMENT/PROJECT: **RAP**

SUPERVISOR: **DIRECTOR OF HUMANITARIAN ASSISTANCE & REFUGEE OPERATIONS**

LOCATION/DUTY STATION: **DADAAB**

DATE OF EMPLOYMENT:

GRADE: **G B 4**

JOB SCORE:

**I: JOB SUMMARY & PURPOSE:**

Reporting to the Director of Humanitarian Assistance & Refugee Operations, the Procurement Coordinator will be responsible for identifying reliable and viable suppliers. The incumbent will ensure project materials/Services are procured in accordance with CARE Kenya Procurement manual and donor regulations and are of the required quality. The job holder will be responsible for preparation and update of the procurement status report (PRT) and making follow-ups with Nairobi Office on purchases made and expedite on deliveries to Dadaab. She/he will ensure the efficient procurement of goods and services including consultancy contracts, timeliness, and to monitor Dadaab procurement to identify problems and provide solutions to any procurement issues. Plan, direct and coordinate the activities of purchasing officers and related workers involved in purchasing materials, products, and services.

**II: TASKS AND RESPONSIBILITIES.**

**R 1: Strategy and Planning**

**Task**

- 1.1 Co-coordinating the Pre-qualification of suppliers for Dadaab office.
- 1.2 Prepare and review procurement status reports to ensure goods and services delivered to the Users are as per agreed dates and specifications
- 1.3 Developing and maintaining supplier relationship and performance management
- 1.4 Reviewing and maintaining supplier's master data for Dadaab region.
- 1.5 Conduct market research via internet, publications and networks to keep abreast of market developments, specifications, Statistical data, market reports, prices and availability of goods and services.
- 1.6 Developing and implementing procurement plans
- 1.7 Managing Contract formulation and administrations including the negotiation

## **R 2: Sourcing**

### **Task**

- 2.1 Manage all procurement activities that require quotations, including sealed bids, normal bidding processes and Required Vendors.
- 2.2 Overseeing the receipt, scrutinizing and processing of purchase requisitions by the Procurement Officers
- 2.3 Reviewing all procurement documents for Head office and sub offices including Summary bid analysis and minutes, Purchase orders and contracts that require approval by senior management or procurement committee.
- 2.4 Providing advisory services to managers and project teams on procurement and logistics matters.
- 2.5 Work closely with logistics Section in ensuring timely transportation of procured goods to the end user.
- 2.6 Administer on-line purchasing systems.

## **R3: Procurement Reporting and Maintenance of records.**

### **Task**

- 3.1 Coordinate manual procurement records and filing.
- 3.2 Hasten dispatch of documents relating to procurement matters to and from NSO
- 3.3 Dispatch processed Purchase requests for NRB purchase to NSO and file transmittals
- 3.4 Maintain and update computerized procurement report database. The Procurement Status Report.
- 3.5 Produce and send to senior management and sector heads accurate weekly procurement status reports.

## **R4 Maintain Procurement Office Integrity & Secrecy**

### **Task**

- 4.1 Safe custody of confidential procurement documents and files.
- 4.2 Custody of CPO books
- 4.3 Ensure confidential information on vendors is protected and does not leak to unconcerned parties
- 4.4 Be of high integrity when undertaking the duties and maintain procurement office ethics.

## **R5: Ensure Compliance of CARE and Donor Procurement Regulations**

### **Task**

- 5.1 Build capacity of program staff on CARE and Donor compliance requirements on procurement
- 5.2 Enforce adherence to procurement compliance requirements across RAP
- 5.3 Enforce a strict Bridger checks policy for vendors in line with CARE requirements.

## **R6: Human Resource Management**

### **Task**

1. Supervising, coaching and mentoring personnel
2. Developing and implementing personnel competency framework
3. Appraising Staff

## **III: AUTHORITY:**

1. **Spending Authority:** Ksh 400,000

2. **Supervision:** Supervises two staff, that is, One procurement officer and One Assistant Procurement Officer
3. **Decision Making:** Important decisions
  - (a) Regarding how to interpret procurement policy by project personnel
  - (b) Recommending purchase for significant spend to Tender committee and management.
  - (c) Assigning Purchase request to procurement officers.
  - (d) Vetting of vendors and their performance management
  - (e) Make decision on which procurement approach to be used incases where procurement such items are not clearly defined in the manual.
  - (f) Leave schedule for staff

#### **IV: CONTACTS/KEY RELATIONSHIPS (internal & external):**

##### **External**

- 1.Vendors

##### **Internal**

- Procurement officers
- Project personnel
- Finance personnel
- Purchase Requestors
- Purchase order/Contract approvers

#### **V: WORKING CONDITIONS:**

The position is based at Dadaab Main Office (DMO) with frequent movements to Hagadera, Ifo and Dagahaley camps as well as any other extension camps and program sites. This is a none-family working station. Hot weather is prevalent throughout the year with limited basic amenities. Road movement to and from work station to Garissa as well as inter-camp movement must be under police escort (Scheduled convoys). Strict adherence to security instructions all the time. It is a six days work station with a compensatory time off according to CTO policy. The incumbent will be required to travel to Nairobi office and perform official responsibilities on need basis.

The incumbent shall reside in the CARE compound while executing official duties and shall obey and adhere to residential compound regulations.

#### **QUALIFICATIONS, EXPERIENCE AND COMPETENCIES**

1. **Education:** Bachelor degree in Business Administration or equivalent and a Diploma in purchasing and Supplies Management.
2. **Experience:** 5 years of relevant work experience in Procurement in a busy environment
3. **Certificate:** Computer Application.  
A member of professional body ie Chartered institute of purchasing and supply (CIPS) or Kenya Institute of supplies management (KISM) etc.

4. **Competencies:** Demonstrated leadership qualities, management capability and integrity in work performance, Must be a team player, Excellent written and oral communication skills

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_