

JOB DESCRIPTION

Title	Procurement Officer
Institute/Department	Procurement department
Stream	Support Services
Reports to	Chief Procurement Officer
Location/Campus	Kukum Campus

Summary

To work in the Procurement Office of the University, and be responsible for all responsibilities allocated by the Chief Procurement Officer in implementing the Procurement Policy of the University. In this regard, the PO shall implement all procurement, supply chain and stock management activities aimed at getting value for money spent and ensuring compliance with financial and procurement systems, policies and procedures.

Roles and responsibilities

Procurement and Supply Management

- Ensure the best procurement decisions are taken for the University in terms of value for money, transparency and accountabilities;
- Ensure the governance process is in place for the University's suppliers and contractors, tendering, procurement and contracting policies, processes, outcomes, and internal stock management and control are working effectively;
- Ensure procurement requests are properly authorized, checked, documented and complied with Financial Regulations and Financial Authorization Procedures;
- Preparing the procurement plan, tendering, and bidding documents, awarding contracts and contract agreement;
- Maintain University contracts with vendors list.
- Monitor, evaluate and improve supplier performance, according to an appropriate Service Level Agreement, continuously.
- Provide expert, authoritative advice to key stakeholders on all aspects of procurement strategy and practice to inform the University's business planning and action;
- Monitor and provide weekly/monthly reports of procurement requests from Faculties and Departments.
- Carry out day-to-day procurement activities of the University.

Problem solving and impact

- To resolve problems that affect procurement and supply management, authorization, budget allocation, compliance, and documentation.
- To contribute to decisions, that have an impact on the finance and procurement policies, procedures and processes.

Resource Management

- Maintain a consistent presence at the assigned work site and regular work hours.
- Professionally interact with students, staff, and the public.

Working Environment

- To balance the competing pressures of knowledge transfer, administrative demands and deadlines.
- To skillfully work cross divisions and functions in the resolution of procurement issues.

Minimum Qualification Requirement:

Must have Bachelor's Degree in Finance/Accounting, Commerce OR Diploma in Procurement and Supply Management or Business Administration.

Experience**Essential:**

- Minimum of three (3) years work experience in procurement and supply management or similar role.
- Experience to work under pressure and meeting deadlines.
- Be computer literate in Microsoft, and Excel, and familiar with computer accounting software – Attaché or similar
- Have good communication and interpersonal skills.
- Have good awareness of suppliers of and sources for a range of materials and equipment needed by Universities.

Desirable for the position:

- Willingness to work after hours, if requires.
- Experience in collaboration with internal and external stakeholders.
- Demonstrated supplier contract drafting, execution, monitoring, and compliance.

Terms and Conditions

The position is for three (3) years under an employment contract. Remunerations and benefits will according to the SINU Salary level for Officers under the General Support Services Stream. The contract is renewable subject to good performance.