



HEKIMA UNIVERSITY COLLEGE
A CONSTITUENT COLLEGE OF THE CATHOLIC UNIVERSITY OF
EASTERN AFRICA

P. O. Box 21215
NAIROBI, KENYA 00505
TEL: + 254 722 201 288
: + 254 729 755 905
www.hekima.ac.ke

JOB ADVERTISEMENT

Hekima University College, a Constituent College of the Catholic University of Eastern Africa, invites application from suitably qualified candidates for the:

Position: Procurement Intern

Job Type: Internship

Location: Nairobi, Kenya

Job Specification Duties and Responsibilities:

- To carry out inventory of HUC items, keep due custody and update inventory as required of all items
- Keep track of the fixed assets and update the accounts office from time to time
- To carry out purchases of orders approved through the requisition process or otherwise approved by HUC (including initiating, placing, timing, distributing, tracking and reconciling orders)
- To sign on requisition before final approval to ensure that the requested item is not already in any of the stores or that it is not an item that need not to be purchased at any given time
- Anticipate items needed in the college, keep an impress and account for the same at month end or as required
- To assist in the selection of appropriate suppliers and contractors, to promote good procurement practice with due regard to sustainability, ethical purchasing standards and costing
- To prepare an appropriate service level agreement with supplier.
- To properly monitor and evaluate the performance of suppliers according to an appropriate Service Level Agreement, and report on this to the DPAF on a regular basis.
- Work with HoDs to determine procurement needs, quality and delivery requirements.
- Manage all deliveries ensuring procedures are followed and items are timely delivered
- Maintain good relationships with suppliers and renegotiate prices on a regular basis
- Develop strategies for sourcing suppliers
- Conduct a regular asset stock taking
- Make purchase policy analysis, evaluations and recommendations
- Any other duties that may be assigned by management related to procurement office

Minimum Requirements

- Bachelors in Procurement or related degree;
- Quantifiable experience in related field
- Mature

Skills Required

- Proficient in Microsoft Excel/Database

- Knowledge of accounting softwares (Quickbooks, ERPs)

Soft Skills

- Problem-Solving
- Communication
- Team Collaboration
- Time Management
- Adaptability
- Customer Service
- Attention to Detail

Values:

Honesty, trustworthiness, team player.

Application Procedure:

Interested and qualified candidates are requested to submit hard/soft copies of their applications, together with their up-dated curriculum vitae, copies of academic and professional certificates and three letters of recommendation. Please submit the above documentation on or before **Monday 2nd December 2024** to: vacancies@hekima.ac.ke

Only shortlisted candidates will be contacted for interviews for this position.

Please note that Hekima University College does not charge a fee at any stage of its recruitment process.