



**HJF Medical Research International, Inc.
(HJFMRI)**

VACANCY (RE-ADVERTISEMENT)

JOB TITLE: Procurement Assistant

Main Duties and Responsibilities:

- Organize all procurement activities relating to request for quotations, request for proposals, sealed bids, and price quotes.
- Review requisitions to ensure consistency and compliance with procurement plans and advise requesters appropriately.
- Review requisitions for completeness and accuracy; follow up on discrepancies with the initiating department; identify available suppliers for each requisitioned item.
- Organize and maintain computerized records containing vendor and bid information.
- Process requisitions into purchase orders using eRequester system and any resulting change orders.
- Receive, open, screen, log and date stamps bid responses/quotations, mail as required and organize bids for review by the specialist.
- Maintain and update professional supplies and suppliers database.
- Perform general clerical duties such as maintaining general files, typing, data entry, opening mail, and completing and processing standard purchasing forms.
- Coordinate and schedule meetings and appointments as requested; respond to inquiries which do not require the personal attention of the Procurement Specialist.
- Correspond with vendors regarding prices, product availability, and delivery.
- Respond to inquiries from research staff regarding requisitions, purchase orders, contracts and pricing information.
- Assist in answering incoming calls.

Qualifications and requirements:

Bachelor's degree in business management, purchasing and supplies or any relevant business degree.

Diploma in procurement and supplies from a recognized professional body especially a CIPS qualification is an added advantage

At least one year experience in a procurement environment, and administrative experience in an office environment

1. Bachelor's degree in Business Management, Purchasing and Supplies or a related field
2. Diploma in procurement and supplies from a recognized professional body especially a CIPS qualification is an added advantage
3. At least one year experience in a procurement environment, and administrative
4. Computer literacy with proficiency in Microsoft applications.
5. No criminal record.

Required Skills:

1. Team player with high integrity, excellent interpersonal and communication skills.
2. Flexibility and attention to detail with the ability to multi-task.
3. Proactive with a well-developed capacity to monitor deadlines of critical activities.
4. Ability to work in a multi-cultural environment under minimal supervision.
5. Proficiency in written and oral English and Kiswahili.

How to Apply:

Submit CV, Cover Letter and List of References to nairobijobslogin@hjfMRI.org by January 19, 2018.