



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

VACANCY (RE-ADVERTISEMENT)

JOB TITLE: Procurement Manager

SUMMARY

Job Summary: The Procurement Manager will be responsible for ordering and receiving of supplies and equipment required by MHRP and CISPOC.

Main Duties and Responsibilities:

- Receives and analyzes requests from MHRP and CISPOC to determine the appropriate method of procurement i.e. quotation, tender, RFP etc. Ensures that detailed information is included on the request, including budget code, cost center, amounts, potential vendors, etc.
- Liaise with technical team to establish technical specifications of items for supplies to be ordered and sometimes provides assistance to user departments, when required for the same.
- If required, submits requests for quotes to vendors, participates in evaluation of submitted quotes with evaluation team and prepare the purchase order (PO).
- Enters all purchase requests or contracts in the HJF Workflow Management System.
- Communicate the POs to vendors, tracking, receiving and managing deliveries to appropriate requestor.
- Follow up with vendors and expedite where necessary to ensure timely delivery of requested goods/consignment
- Verification of the documents received from vendors for authenticity and accuracy before payment processing
- Prepare payments requests with fully documentation and forward them to Finance for further processing to vendors
- Receive and inventory all incoming equipment from various vendors and maintain proper inventory system to ensure that every item procured is accounted for.
- Ensure HJFMRI purchased equipment is properly coded/tagged and information entered in the inventory sheets.
- Provides inputs and updates on the status of purchases.
- To enter departmental requirements on computer system, update computer system, delivery

information, goods received and stock control system for easy tracking.

- To liaise with the finance department regarding pending payments to suppliers and provide feedback to vendors accordingly.
- To carry out any other duties that may be assigned by supervisor.

Qualifications and requirements:

- A minimum of a Bachelor Degree or its equivalent from a recognized institute of higher learning in the field of Procurement and Supplies Management, Business Administration, Economics, or related field.
- A minimum of three years of working experience at comparable level in a large organization or an NGO with significant experience in procurement Management.
- Ability to work independently, hardworking and self motivated
- Have computer knowledge Microsoft Word, Excel and Access.
- Knowledge of international procurement is an added advantage
- Good communication and interpersonal skills
- Must be able to read, write and speak English

How to Apply:

Submit CV, Cover Letter and List of References to Nairobijobslogin@hjfmri.org