JOB TITLE: Procurement and Administrative Officer

Position title: Procurement and Administrative Officer, PEPFAR Kenya Defense Forces (KDF)

Location: Nairobi, Kenya

Job Summary:
Procurement and Administrative Officer is responsible for facilitating, organizing and managing program Acquisitions, correspondence, logistics, and other administrative issues in support of the U.S. President’s Emergency Plan for AIDS Relief (PEPFAR), of the Kenya Defense Forces (KDF) program under HJF Medical Research International, Inc.

Key Responsibilities:

1. Provide Administrative support to HJFMRI KDF:
   - Review and summarize KDF PEPFAR memos, scanning them and forward copy to relevant program manager.
   - Follow-up on KDF memos to ensure they are approved by the Director.
   - Under the guidance of program director and program managers draft correspondence/letters/reports and ensure timely delivery to KDF and others.
   - Assist in obtaining the necessary clearance when staff and visitors are visiting KDF sites.
   - Attend USAMRU-K administrative meetings as required.
   - Provide logistical support in developing KDF workplan and budgets and ensure administrative inputs are included.
   - Coordinate project and research implementation through the development of support tools and mechanism to track meetings, teleconferences, travel, and KDF PEPFAR program/research deliverables.
   - Write minutes during all program meetings and program level teleconference and share with participants.
   - Brief and remind program staff of important events including teleconferences, meetings, deadlines, deliverables, actions, visitors etc.
   - Coordinate and liaise with appropriate staff for program international and domestic travel
and visitors to ensure all logistics are in place such as flights, transfers, transportation, hotel reservations, prepare internal schedules for the guests etc.

- Track and order stationary for KDF program and office following proper procurement guidelines.
- Initiate program payments in banking system.
- Compile and review program monthly report and forward it to Program Director for submission to MHRP.
- In liaison with program managers compile monthly visitation and quarterly implementation plans for submission to MHRP.
- Work closely with the Program Director and Finance Manager on programmatic tasks.
- Responsible for developing and tracking visitors’ itineraries.

2. Responsible for conducting procurement activities for the program. Responsible for the procurement of supplies and equipment in support of the U.S. President’s Emergency Plan for AIDS Relief (PEPFAR), of the Kenya Defense Forces (KDF) Program using iProcurement system

- Adhere to and follow procurement procedures from commodity request to delivery. This includes, but is not limited, review procurement requests ensuring compliance with procedures, purchase thresholds, SAM list, and local polices, enter approved LPO to MS Dynamic, and issues request for quotations following USG and HJFMRI procedures.
- Provide guidance to program staff in following correct and consistent HJFMRI procurement process.
- Track all procurement of supplies and equipment from overseas vendors in liaison with the Logistics Office.
- Work closely with Finance Manager and KDF Program Director for all procurement activities (i.e. LPOs, service contracts, etc.)

3. Responsible for tracking fixed assets under the HJFMRI KDF program.

- Provide guidance to program staff in following correct and consistent HJFMRI procurement process.
- Ensure that all KDF program equipment is tagged and recorded in the fixed assets inventory.
- Act as the official Fixed Asset Custodian.
- Conduct annual inventory of fixed assets, compile a report, and dispose of faulty equipment according to HJFMRI policy.

4. Support logistics of COP and ITT related activities for the DoD

- Liaise with PCO for clearance of DOD staff to access US embassy for ITT and all COP related activities.
- Print and bind relevant COP materials for ITT members.
- Provide administrative support required from the DoD agency at the US-Embassy during COP development.
Qualifications: Skills and Competence

- Bachelor’s degree in management, business administration with a bias to human resource management or another related field.
- Primary procurement qualification or demonstrable proven experience managing complex procurement systems.
- Experience in providing logistics to a USG funded program.
- Excellent organizational skills, proactive and ability to work in a diverse team as well as independently.
- The incumbent must be proficient in MS Office (Word, Excel, and Power Point) and must have very good oral and written communication skill.
- Ability to work under pressure and complete tasks to meet deadlines.

How to Apply:

Interested applicants must send a soft copy of a cover letter, resume with a list of references to nairobijobslogin@hjfmri.org on or before September 4, 2020. Applicants must put the TITLE OF THE JOB in the SUBJECT LINE. Only shortlisted candidates will be contacted.

HJFMRI is an equal opportunity employer.