



<https://dmi.or.ke/job/tor-for-engaging-a-consultant-to-update-the-ncd-icc-platform-for-the-wdf-21-1830-project/>

PROCUREMENT OFFICER

Responsibilities

Organization

Qualifications

Academic, Professional and Experience

- Diploma/BSC in Purchasing and Supply Chain Management
- Certified as a procurement officer
- More than 5 years' experience in handling procurement services governed by the public procurement act.
- Available to start immediately
- Days spread between the month of September and October

Skills and competencies

- Excellent skills in MS Office Suite (Excel, Word, Access, PowerPoint)
- Experience with ERP systems would be an added advantage
- Excellent communication skills (both written and verbal) and interpersonal skills to foster productive collaboration with both internal and external stakeholders
- Knowledge in negotiating contracts, terms & agreements, and pricing with vendors
- Reliable and dependable with ability to handle multiple and conflicting priorities, and work under strict deadlines
- High level of personal integrity and attention to detail

Strong analytical and numeracy skills

Personal attributes

- Results-driven and initiative-taking behavior
- Good interpersonal and networking skills
- Ability to plan, organize work and establish priorities
- Informed, sound, and transparent decision-making skills
- Thorough, methodical and attention to details
- Ability to work with multiple stakeholders from a wide range of disciplines and fields
- Ability to establish and maintain effective working relations
- Ability to work under minimum supervision
- Taking ownership of all responsibilities and honoring commitments

STAKEHOLDER INTERACTIONS

Internal – Management, and Staff

External – Clients and Partners

RESPONSIBILITY FOR RESOURCES

Hiring organization

KENYA
MANAGEMENT
INFORMATION CENTRE

DIABETES
AND

Employment Type

Contractor

Industry

Procurement Officer

Date posted

September 2, 2024

Valid through

13.09.2024

The deadline for applying for this position is **13th SEPTEMBER 2024** at **12:00PM**.
All resumes, cover letters and certificate copies should be submitted to:
hr@dmj.or.ke.

More Information on how to apply:
https://drive.google.com/file/d/1J5_zKwMcSwzL06OuVbt2y-K66WSHfUKM/view?usp=sharing

Important information to all candidates:

Only shortlisted candidates will be contacted. Please carry your original professional and academic certificates as well as the copies should you be invited to an interview.

DMI is an equal opportunity employer committed to building a diverse workforce and all qualified candidates will be considered for employment. DMI does not discriminate based on age, color, national origin, citizenship status, disability status, race, religion, gender, sex, sexual orientation, gender identity and/or expression, marital status, political beliefs, veteran status, or any other class protected by law.

DMI will never ask for any fee from job seekers at any stage of the recruitment process and will not be held responsible for claims & damages resulting from fraudsters. Please report any fraudulent and suspicious communication to info@dmj.or.ke

We will comply with all applicable data privacy laws when collecting your personal information during the recruitment process.

All applicants should be authorized to work in Kenya in accordance with the applicable laws.