



VACANCY ANNOUNCEMENT

The National AIDS Control Council (NACC) is a state Corporation whose mission is to provide policy and strategic framework for mobilizing and coordinating resources for the prevention of HIV transmission and provision of care and support to the infected and affected people in Kenya. More details of the NACC can be found in our website www.nacc.or.ke In our efforts to fulfil this mandate, the NACC seeks to recruit suitable candidate for the following position:

PROCUREMENT OFFICER I

Reports to	HEAD PROCUREMENT
Grade	NACC 5
Department	CHIEF EXECUTIVE OFFICER
Business Purpose/Objective	Provide support for the operations in the procurement of quality products and services for NACC in order to maintain appropriate stock levels. Coordinate the procurement and supply chain function in NACC.
Key Responsibilities	
<ul style="list-style-type: none">• Monitoring performance of term and framework contractors and preparation of the monthly contracts reports• Trigger renewal, termination or initiation of fresh procurement processes;• Maintenance and updating of supplier database on continuous basis;• Liaising with users for verification of deliverables for consultancy contracts to warrant payment of invoices;• Coordinating procurement records management;• Monitoring and compliance with low value procurement thresholds/requirements;• Mapping of life span of equipment to inform timelines for budgeting for replacement• Development of evaluation criteria for compliance with government policy on asset management and life span of goods, services and works• Updating asset records and coordination of the requisite insurance cover for new purchases.• Coordination of disposal processes;	

	<ul style="list-style-type: none"> • Participate in Evaluation of tenders and market surveys and coming up with recommendations • Monitoring of weekly SAP open POs and invoices received for processing within the timelines spelt out in the customer charter. • Prepare procurement reports and ensure end of activity reports are compiled. • Tracking / monitoring of running contracts and initiating procurement processes when due.
Educational	<ol style="list-style-type: none"> 1. Bachelor degree preferably in Commerce, Economics or Business related studies with bias in procurement, purchasing, supplies, sales or closely related field. 2. Professional qualification in purchasing and supply from a recognized Institution 3. A practicing member of Kenya Institute of Supplies Management
Experience	<ol style="list-style-type: none"> 1. Have at least three (3) solid years' practicing experience in procurement at a public institution 2. Have practical knowledge in project procurement and development partners 3. Demonstrable ability in procedures and regulations governing Public Procurement and Disposal 4. Possess in depth understanding of contract management and 5. Demonstrable ability to work within strict timelines and deadlines.

The above position is on three (3) year renewable contact basis subject to satisfactory performance through a formal appraisal. The individual recruited shall be of high integrity and able to work within a team. If you fulfil the above requirements, you are invited to submit an application letter together with an up to date CV, copies of certificates, testimonials, names and contacts of three professional referees in a sealed envelope by 5:00 p.m on **Thursday, September 20, 2018** to the address provided below.

NACC is an equal opportunity employer and does NOT discriminate any applicant on the basis of their HIV status, ethnic background, sex, religion, disability, or marital status yet is attentive to gender, regional and ethnic balance. Only shortlisted candidates will be contacted. Canvassing will lead to automatic disqualification.

The Chief Executive Officer
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KENYA