

## JOB DESCRIPTION AND PERSON SPECIFICATION

**JOB TITLE:** Procurement Assistant

**REPORTS TO:** Procurement Officer

**REPORTING TO POSTHOLDER:** None

**LOCATION:** Nairobi office with extensive/regular travel when needed or as required

**DURATION & HOURS:** Full time and fixed term base on funds availability & performance.

### PURPOSE OF THE ROLE

Support the procurement and administration function, including supporting the Farm Africa programmes/projects to achieve their goals.

### KEY TASKS AND RESPONSIBILITIES

- ✎ Provides procurement, logistical and administrative support to programme and support team in the acquisition of a wide variety of goods and services.
- ✎ Reviews, records and prioritizes purchasing requests and obtains additional information/documentation as required to determine the availability of funding using purchase requisition form (PRF)
- ✎ Monitors status of existing requisitions, maintain contact with suppliers to ensure timely delivery of goods and services, coordinates delivery of goods/commodities/equipment to KCO and field projects/programmes, verifies receipt documents, inspection of deliverables and accurately reports, as and if required.
- ✎ Produces tender documents (e.g. Invitations to Bids, Requests for Proposals and Requests for Quotation) based on the nature of requirements and cost of procurement involved.
- ✎ Prepares commitment Letters (LPOs) and compile data contained in quotations, proposals and bids to determine which supplier can deliver the required goods/services at the best terms and lowest costs possible under the guidance of Procurement Officer/Coordinator.
- ✎ Assists relevant officers in more complex, higher value purchasing operations; coordinates distribution of pertinent documents to concerned parties, ensures appropriate follow-up action,
- ✎ Maintains relevant internal databases and files; keeps track of any contractual agreements, pre-qualification, etc. and informs affected users of contractual rights and obligations.
- ✎ Maintain accurate and organized database of prequalified supplies and existing contracts
- ✎ Participate in the evaluation of supplier performance, including delivery timeliness, product quality, and adherence to contractual terms.
- ✎ Process procurement documents to facilitate timely payment of suppliers. Address and resolve issues pertaining to invoicing discrepancies.
- ✎ Ensure compliance with company policies and relevant regulations and stay informed about changes in procurement laws and regulations.

- ✎ Compile and review the monthly fleet mileage against tracking systems to ensure that it reconciles and report any anomalies.
- ✎ Participate in Procurement Review Committee meetings and taking minutes
- ✎ Updating the asset register for the country office and projects/programmes.
- ✎ Performs other related duties as assigned

PERSON SPECIFICATION	
Essential	Desirable
<b>Education, qualifications &amp; other knowledge</b>	
Bachelor degree in Procurement, Supply chain management, business administration or related course	Diploma in related field
Procurement planning and reporting	Office Administration skills
<b>Experience</b>	
At least two (2) years of experience in relevant and similar position	At least 2 years' experience in procurement and administration in INGO environment
Experience in administrative work	
<b>Skills &amp; abilities</b>	
Computer literacy in MS Office, Word, Excel, Outlook	

### Our Values

Investing in smallholder farming is the number one way to combat poverty in rural Africa. Farm Africa is a leading NGO specialising in growing agriculture, protecting the environment and developing businesses in rural Africa.

- **EXPERT:** Expertise and insightful evidence-based solutions are at the heart of everything Farm Africa does.
- **GROUNDLED:** Our teams and partners work closely with local communities, engaging them in every level of decision-making.
- **IMPACTFUL:** We deliver long lasting change for farmers, their families, and the environments they live in.
- **BOLD:** We model innovative approaches and are not afraid to challenge strategies that are failing.