
PROCUREMENT OFFICER

Role Summary

Provide leadership and ensure efficient and cost-effective procurement processes.

Duties and Responsibilities

- Ensure timely procurement of goods, services and works
- Assist in developing and implementing policies, and administrative systems in line with budgetary allocations in the Hospital for all functions.
- Discover profitable suppliers and initiate business and organization partnerships.
- Negotiate with external vendors to secure advantageous terms.
- Track and report key functional metrics to reduce expenses and improve effectiveness.
- Expect unfavorable events through analysis of data and prepare control strategies.
- Perform risk management for supply contracts and agreements.
- Control spend and build a culture of long-term saving on procurement costs.
- Receive requisitions for services needed by different units, sections, departments and the hospital in general, that are required for running it.
- Ensure use of updated list of pre-qualified suppliers or contractors to supply and provide various services to the hospital.



0729111103, 0785155550



P.O Box 7-00900 Kiambu



info@stbridgethospital.co.ke



Saint Bridget Hospital

- Monitor and ensure that services provided to the hospital by service lenders are sufficient and up to the required specifications and standards in the hospital.
- Plan for and participate in quarterly and annual stock take.
- Maintain minimum inventory to reduce deadstock and expiries.

Qualification and Key Competencies

- Diploma in Procurement or Supply Chain Management from a recognized University.
- Must be a member of a recognized professional procurement body (KISM)
- At least three (3) years' experience in a procurement environment preferably in a Hospital setting
- Computer efficiency skills.
- Knowledge of contract law is an added advantage.
- Knowledge of e-procurement systems
- Knowledge of Public Procurement and Disposal Act
- Certificate of Good Conduct

How to Apply

- Interested candidates are requested to fill and submit the online application form on; www.stbridgethospita.co.ke/careers
- Ensure to upload all your certificates and CV.
- We as an institution are conducting the interviews as we receive the applications and have not engaged the services of any recruitment agency.
- We do not charge fees at any stage of our recruitment process.