



Job Advertisement Procurement Officer

Mission for Essential Drugs and Supplies (MEDS) is a faith-based health solutions provider founded by an ecumenical partnership of the Kenya Conference of Catholic Bishops (KCCB) and the Christian Health Association of Kenya (CHAK). The Organization's core mandate is to provide reliable and affordable Health Products and Technologies, Quality Assurance and Health Systems Strengthening Services. MEDS was established in 1986 and serves clients spread throughout Kenya, other regions in Africa and beyond.

The position will report to the Procurement Manager and will be responsible for procuring commodities, including stock items and non-stock items to prevent stockouts and ensure efficient fulfilment of client orders, thereby maintaining continuous organizational operations.

Key Responsibilities:

- a) Receive supply requisitions and raise LPOs to ensure timely procurement and effective inventory management.
- b) Negotiate with suppliers and vendors to obtain favourable terms and conditions for the organization.
- c) Solicit quotations from vendors in line with regulatory and procurement guidelines to ensure compliance and transparency.
- d) Prepare a quotation matrix for review and approval to ensure transparent vendor selection.
- e) Participate in the tendering process
- f) Update the vendor appraisal matrix and document performance concerns to support decision-making and maintain a dependable supplier base.
- g) Support departments by providing timely and accurate feedback for smooth operations.

Candidate Profile:

- a) Bachelor Degree in Procurement or Supply Chain or a related field
- b) Diploma in Pharmacy or equivalent and enrolled with the relevant professional body
- c) Chartered Institute of Procurement and Supply (CIPS) or equivalent is an added advantage
- d) Minimum five (5) years of experience 3 of which in a busy procurement department in a Pharmaceutical Supply Chain.
- e) **Technical Competencies;** Knowledge of the Public Procurement and Asset Disposal Act; Negotiation Skills; Supplier and Vendor Sourcing; MS Suite Proficiency
- f) **Functional skills;** Communication skills; Problem solving skills; Analytical skills ; Interpersonal skills and high level of integrity

If you fit the profile of this position, please submit your application including:
Detailed CV stating your current position, current or last gross salary and expected gross salary

To: hr@meds.or.ke

By: 28th February 2025
(only shortlisted candidates will be communicated to)