



Job Advertisement Procurement Supervisor

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 managing and maintaining procurement processes, including supplier engagement and contract management in compliance with regulatory and organizational guidelines to ensure cost-effective acquisition of goods and services.

Key Responsibilities:

- a) Verify purchase orders for accuracy and approve them according to the approval matrix, ensuring timely delivery of goods.
- b) Record minutes during tender evaluations based on bid submissions to maintain transparency in vendor contracting.
- c) Develop and maintain a supplier performance database by updating tools based on appraisals to identify areas for improvement and guide future engagements.
- d) Develop a comprehensive database of market prices, commodity lists, alternative products, and sources to facilitate informed decision-making during procurement processes.
- e) Identify, develop, and update relevant Quality Management System (QMS) documentation and policies to align with best pharmaceutical procurement practices and ensure compliance.
- f) Negotiate with suppliers and vendors to secure advantageous terms and conditions for the organization.
- g) Negotiate with suppliers for the collection of returns from clients to minimize losses due to stock obsolescence or expiries.
- h) Contract suppliers and vendors to ensure efficient provision of goods and services.
- i) Verify entries on Local Purchase Orders (LPOs) during approvals to ensure the accuracy of order details.
- j) Communicate award notifications to suppliers to ensure timely planning and delivery of goods and services
- k) Coordinate the compilation of weekly, monthly, and quarterly reports by various sub-sections to track progress, identify areas for improvement, and support decision-making.
- l) Maintain tender documents and update relevant stakeholders on alternative sources or products during the sourcing process to enhance procurement options.
- m) Maintain a database of alternative suppliers by engaging with potential vendors from the Pharmacy and Poisons Board (PPB) database and network to expand the supplier base.
- n) Conduct market price analysis through open Requests for Quotations (RFQs) to establish competitiveness and set a baseline for negotiations.
- o) Develop and review tools for monitoring supplier performance to ensure the organization consistently receives quality and reliable services.

- p) Address quality-related complaints from clients by liaising with suppliers and following up on Corrective and Preventive Actions (CAPA) issued in response to reports from Quality Assurance or field inspections.
- q) Support the execution of procurement activities for donor-funded programs, grants, and access programs to ensure successful project outcomes.
- r) Conduct international purchases to obtain the best prices by engaging with overseas vendors, coordinating with regulators for Import Declaration Forms (IDFs) and permits, and liaising with clearing agents for smooth clearance.
- s) Monitor and appraise staff performance to identify areas for improvement and recognize areas of excellence.

Candidate Profile:

- i. Bachelor Degree in Pharmacy and Registered with the Pharmacy and Poisons Board
- ii. Chartered Institute of Procurement and Supply (CIPS) Level VI or equivalent
- iii. Membership with CIPS or equivalent
- iv. Minimum five (5) years of relevant experience of which (3) in Supervisory level
- v. **Technical Competencies**; knowledge of international trade regulations, customs procedures, and import/export documentation; knowledge of the Public Procurement and Asset Disposal Act; Negotiation Skills; Supplier and Vendor Sourcing; Risk Management; Budgeting; MS Suite Proficiency
- vi. **Functional skills**; Supervisory Skills; Communication skills; Problem solving skills; Analytical skills ; Interpersonal skills

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)