



Job Advertisement Procurement Assistant

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 Supervisor and will be responsible for supporting the procurement process by creating and tracking purchase orders, and handling requisitions to ensure timely procurement, prevent stockouts, and maintain accurate financial and inventory records

Key Responsibilities:

- a) Receive and record purchase requests from end-users to ensure timely procurement of goods and services.
- b) Key in purchase orders to prevent stockouts and maintain adequate inventory levels
- c) Obtain authorization from relevant approvers and designated signatories to formalize procurement transactions
- d) Update the vendors master list for reference and decision-making
- e) Track the status of purchase orders and inform relevant staff of estimated delivery times or changes affecting delivery conditions to manage expectations.
- f) Receive and record supplier invoices for non-trade commodities attached to requisitions to facilitate prompt payment and maintain accurate financial records.
- g) File all procurement documents systematically for recordkeeping and audit purposes, and maintain orderly files on active orders, including changes and partial shipments.
- h) Receive and record tender samples, to facilitate decision making

Candidate Profile:

- a) Diploma in Supply Chain or a related field
- b) At least 3 years of experience in a busy Procurement Department in a Pharmaceutical Organization
- c) **Technical Competencies;** MS Suite Proficiency; knowledge of the Public Procurement and Asset Disposal Act; MS Suite Proficiency
- d) **Functional skills;** Communication skills, Problem-solving, Interpersonal skills, record management, Organizational skills, keen to details 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)