



ADVERTISEMENT FOR THE POSITION OF PROCUREMENT ASSISTANT

KenGen Staff Retirement Benefits Scheme seeks to recruit a professional, a highly motivated and result oriented individual to fill the post of **Procurement Assistant**.

Applications are therefore invited from qualified persons to fill the vacancy as per the matrix below:

No.	Job Title	No. of Vacancies
1.	Procurement Assistant	1

Purpose of the Job

The position is responsible for supporting the processing, execution and implementation of the procurement department's policies and procedures.

Main Duties and Responsibilities

The duties and responsibilities are:

I. Operational Roles and Responsibilities

- a. Process users' requests for procurement.
- b. Prepare tender documents and sourcing of bids.
- c. Participate in the tender opening committee, evaluation committee, disposal committee and inspection and acceptance committee and any other procurement related committees.
- d. Coordinate tenders opening and evaluation providing technical guidance.
- e. Prepare communication and correspondents on all matters procurement in collaboration with the Supervisor.
- f. Conduct market research on best practices.
- g. Participate in the registration and pre-qualification of suppliers and service providers.
- h. Drafting of contracts and coordinating reviews in liaison with the Supervisor and awarded service provider.
- i. Assist in the contract implementation and administration as well as custody of the contracts.
- j. Conduct inventory and stock take.
- k. Participate in the disposal of obsolete items.
- l. Prepare procurement reports as may be required.
- m. Participate in the evaluation of suppliers.
- n. Any other tasks as shall be assigned from time to time

Key Result Areas:

The job holder's accountability areas are outlined as follows;

- Effective communication and maintenance of relationships with suppliers
- Submission of accurate, timely and relevant reports on procurement
- Efficient liaison with external contacts and suppliers
- Should be compliant with public procurement laws
- Efficient procurement cycle

Knowledge and Skills Required:

The job holder must possess;

- A Bachelor's Degree in Procurement and Logistics, Supply Chain Management, Procurement and Contract Management, or any other Business related degree from a recognized university
- A minimum of three (3) years' experience in Procurement
- Professional Training certification in Procurement ie CPSPK or CIPS
- Valid Kenya Institute of Supplies Management Membership
- Demonstrated leadership and supervisory skills
- Good communication, interpersonal and team-building skills
- Ability to work under pressure
- Proven problem-solving skills and knowledge of conflict management
- Excellent negotiation skills
- Valid practicing license from KISM

How to Apply

Interested and qualified candidates are advised to visit the Scheme's website for detailed job description for the role at <https://kengensrbs.co.ke/about-us/careers> .

Interested candidates for the above opportunity should apply online by filling in the application form from the following link:

- [Procurement Assistant Application Form](#)

The application form **MUST** be filled in full. In addition, applicants should upload their National ID, application letter, detailed curriculum vitae including addresses of **three referees**, copies of academic and professional certificates and relevant testimonials on the application form.

The deadline for submission of all applications is on or before **22nd April 2026** by **5.00pm**.

Canvassing will lead to disqualification. Only shortlisted candidates will be contacted.

CEO & Trust Secretary
KenGen SRBS
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