



RE-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

JOB PURPOSE

The Procurement Assistant is responsible for providing operational and administrative support in procurement, inventory management, supplier management and contract administration to ensure efficient acquisition of goods, works and services in compliance with applicable laws, regulations and Scheme policies.

The role serves as an entry-level professional position within the procurement function and supports development of future procurement professionals.

KEY DUTIES AND RESPONSIBILITIES

Procurement Operations

1. Assist in processing procurement requisitions and purchase requests.
2. Support preparation of requests for quotations, proposals and tender documents.
3. Assist in obtaining quotations and supplier responses.
4. Support evaluation processes and preparation of procurement documentation.
5. Prepare purchase orders and follow up on approvals.
6. Track procurement requests and provide status updates.

Supplier and Contract Management

7. Maintain supplier records and databases.
8. Support supplier due diligence processes.
9. Monitor contract implementation and delivery schedules.
10. Assist in maintaining contract registers and procurement records.
11. Follow up supplier performance issues and escalate where necessary.

Inventory and Asset Management

12. Assist in inventory control and stock management activities.
13. Support periodic stock counts and reconciliations.
14. Maintain inventory records and stores documentation.
15. Monitor inventory levels and initiate replenishment requests.

Compliance and Reporting

16. Maintain procurement records in accordance with applicable regulations.
17. Assist in preparation of procurement reports and statutory returns.
18. Support implementation of audit recommendations.
19. Ensure proper filing and custody of procurement documents.
20. Assist in monitoring compliance with procurement policies and procedures.

Stakeholder Support

21. Liaise with user departments on procurement requirements.
22. Support communication with suppliers and service providers.
23. Assist in responding to procurement-related inquiries.

Other Responsibilities

24. Perform any other duties as may be assigned by the Procurement Officer.

KEY PERFORMANCE INDICATORS**Procurement Efficiency**

- Timeliness of procurement processes.
- Accuracy of procurement documentation.

Compliance

- Compliance with procurement procedures.
- Quality of procurement records.

Inventory Management

- Accuracy of inventory records.
- Timeliness of stock reconciliations.

Service Delivery

- Responsiveness to internal customer requests.
- Supplier support effectiveness.

JOB SPECIFICATIONS**Academic Qualifications**

Bachelor's degree in Procurement & Supply Chain Management or equivalent qualification from a recognized university.

Professional Qualifications

Registered student member of KISM and actively pursuing CPSP-K/CIPS or any other recognized procurement professional qualification.

Experience

A minimum of one (1) year relevant experience.

Knowledge and Competencies**Technical Competencies**

- Procurement procedures.
- Contract administration.
- Inventory management.
- Supplier management.

- Procurement documentation.
- ERP procurement modules.
- Public procurement principles.

Behavioral Competencies

- Attention to detail.
- Planning and organization.
- Communication skills.
- Teamwork.
- Customer focus.
- Accountability.
- Integrity.
- Learning agility.

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 **5th August 2026 by 5.00pm.**

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

CEO & Trust Secretary
KenGen SRBS
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