



INTERNSHIP OPPORTUNITY – PROCUREMENT INTERN

KenGen Staff Retirement Benefits Scheme is inviting applications from enthusiastic and motivated graduates to join our internship program. This program is designed to provide hands-on work experience, enhance practical skills and develop key employability competencies in a professional environment.

Applications are therefore invited for the following internship opportunity as per the matrix below:

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

Purpose of the Internship

The internship position supports the Procurement function by working closely with the Procurement Officer by assisting in procurement processes while ensuring compliance with relevant institutional policies, procedures and applicable regulatory frameworks.

KEY TASKS AND RESPONSIBILITIES

- Gain exposure in procurement processes, preparation of tender documents
- Support in processing users' requests.
- Gain exposure by participating in tender opening, evaluation, disposal and inspection and acceptance committees.
- Support in the registration and pre-qualification of suppliers.
- Learn and assist in preparation and implementation of contracts.
- Support in conducting inventory and stock take.
- Assist in the disposal of obsolete items.
- Gain experience in preparing of statutory reports.
- Assist in supplier appraisal.
- Gain experience in filing and keeping procurement records.
- Any other duties as may be assigned by the supervisor.

SKILLS AND COMPETENCIES

- Knowledge of procurement and supply chain function.
- Ability to assist with procurement-related administrative tasks.
- Good numerical and analytical skills with attention to detail.
- Open to learning, adaptability and the ability to work both independently and as part of a team.

QUALIFICATIONS, KNOWLEDGE & EXPERIENCE

- Bachelor's degree in Procurement, Supply Chain Management, Procurement and Contract Management, or any other procurement related course from a recognized university.
- Currently pursuing a professional qualification in Procurement (e.g., CPSP or CIPS) will be an added advantage.
- Relevant practical exposure to the procurement department through an industrial attachment or internship.
- Keen interest in developing skills in procurement and supply chain management.
- Working knowledge of Microsoft Office Suite - Microsoft Word, PowerPoint and Excel.
- Good communication, interpersonal and teamwork skills.
- Ability to learn quickly, work under guidance and meet deadlines in a fast-paced environment.

How to Apply

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

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

- [Procurement Intern Application Form](#)

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

The deadline for submission of all applications is on or before **9th July 2026** by **5.00pm**.

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

**CEO & Trust Secretary
KenGen SRBS
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