Job profile

PROCUREMENT & LOGISTICS OFFICER – NORTH RIFT, KENYA
Practical Action

ABOUT US

We are an international development organisation putting ingenious ideas to work so people in poverty can change their world.

We help people find solutions to some of the world’s toughest problems. Challenges made worse by catastrophic climate change and persistent gender inequality. We work with communities to develop ingenious, lasting and locally owned solutions for agriculture, water and waste management, climate resilience and clean energy. And we share what works with others, so answers that start small can grow big.

We are a global change-making group. The group consists of a UK registered charity with community projects in Africa, Asia and Latin America, an independent development publishing company and a technical consulting service. We combine these specialisms to multiply our impact and help shape a world that works better for everyone.

OUR AIMS

We help people find solutions to some of the world’s toughest problems, made worse by catastrophic climate change and persistent gender inequality. Our aims are to:

- Make agriculture work better for smallholder farmers, many of them women, so they can adapt to climate change and achieve a good standard of living
- Help more people harness the transformational effects of clean affordable energy and reduce avoidable deaths caused by smoke from indoor stoves and fires.
- Make cities in poorer countries cleaner, healthier places to live and work.
- Build disaster resilience into the lives of people threatened by hazards – reducing the risk of hazards and minimizing their impact on lives and livelihoods.

PRACTICAL ACTION IN EAST AFRICA

In East Africa, Practical Action has a long history of addressing systemic barriers that prevent people from accessing energy that transforms their lives, helping communities and government make cities healthier and safer, making agriculture and markets work better for small holder farmers and supporting communities and government to become more resilient.

We use a mix of programming with communities and consultancy services with shapers of policy and practice to achieve our aims in Kenya, Rwanda, Uganda and Tanzania.

Our field office in the in the North Rift of Kenya is situated in Lodwar.

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As part of its climate resilience strategy, Practical Action supports vulnerable communities in partnership with stakeholders to implement adaptation interventions in Turkana County. In this regard, Practical Action seeks to recruit a capable and focussed Procurement and Logistics Officer to be based in our Lodwar office, and expected to work within North Rift Programme Area. We are looking for an astute procurement officer to oversee purchasing and logistical activities and ensure that procured items and services are both cost-efficient and of high quality. The procurement officer’s responsibilities include maintaining positive supplier relations, evaluating supply options, maintaining accurate records, supervising support staff, among other duties.

**SCOPE**

<table>
<thead>
<tr>
<th>Title</th>
<th>Procurement &amp; Logistics Officer</th>
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<tr>
<td>Reporting to</td>
<td>Area Coordinator – North Rift</td>
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<td>Direct reports</td>
<td>Drivers</td>
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<td>Matrix reports</td>
<td>Admin assistants</td>
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<td>Matrix reporting</td>
<td>Procurement and Logistics Coordinator</td>
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<tr>
<td>Relationships</td>
<td>Internal: Logistics and Procurement (Nairobi); Finance &amp; Systems; People and Culture; delivery programmes</td>
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<td></td>
<td>External: contractors, consultants, suppliers and other programme related service providers</td>
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<tr>
<td>Location</td>
<td>Lodwar, Kenya</td>
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<td>Grade</td>
<td>5</td>
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<td>Travel requirements</td>
<td>Limited, within project geographic scope</td>
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**ACCOUNTABILITIES**

The Procurement & Logistics Officer, under the supervision of the Area Coordinator will primarily be responsible for the following:

**Leadership and Strategic Alignment**

- Ensure that all Procurement complies with Practical Action’s standard Procurement and Logistics procedures and donor requirements.
- While coordinating with Procurement office in Nairobi, develop and implement Procurement Plans for the projects in North Rift, in accordance with project activity plans and budgets.
• Work with the Field officers in ensuring field procurements, logistics are in compliance with Practical Action’s procurement & logistics policies and procedures.
• Participate in new project/budget development to ensure coherence and accuracy in projecting the estimated cost and volume of required supplies and materials.
• Adhering to and promoting our Code of Conduct and related policies including the Safeguarding policy and guidelines while ensuring that these are embedded in team culture and well modelled by others (Practical Action staff, partners, beneficiaries and all persons that you will come in contact with while acting on behalf of Practical Action). Also, promote the reporting structures for receiving complaints and respond to concerns appropriately within the policy.

**Strengthening Profile and Managing Relationships**

**Suppliers’ Contract Management**

• In consultation with Nairobi Procurement office, manage contracts of goods, works or services on regular basis and ensure they are tracked and timely updated.
• Provide quality assurance checks on supplies and ensure that Practical Action is achieving ‘value for money’ in all its acquisition of goods, works and services.
• Establish and regularly update supplier or contractors’ contracts in North Rift
• With support from Nairobi Office, develop and negotiate contracts with suppliers or contractors and obtain approvals for finalized supplier contracts and follow-up with contractors for sign off.
• Follow up to ensure that all approved contracts between Practical Action and appointed service providers or Contractors are fully implemented as per outlined terms and conditions, and continuously update contract implementation status to Area lead.
• Flag out any risks during contract implementation that might impact project delivery negatively and overall Practical Action reputation.
• Establish and manage excellent supplier/contractor relationships and serve as focal contact point for progress management and any arising issues during contract implementation period.
• Maintain archived records including and not limited to Tender committee minutes, framework agreements, addendums, service contracts, letters and correspondence for reference.

**Delivering Quality**

**Procurement**

• The Procurement & Logistics Officer will ensure all sub-contracts, consultancy, service contracts and purchase orders awarded by the programme are in compliance with Practical Action’s Procurement Policy, rules and regulations.
• Participate in monitoring stock levels and identifying purchasing needs.
• Assist in maintaining and tracking vendors’ contractual agreements on an annual basis.
• Receive, review and process incoming requests ensuring sufficient clarity on specifications given for goods and services. Confirm any other relevant information from requestors.
• Coordinate and ensure that all project related purchases are reviewed and approved in accordance with the purchase authorization thresholds.
• Maintain records of all transactions, ensuring that an efficient filing system for records of all quotations, procurement process, copies of records of expenditure, receiving reports, receipts, local order forms, etc. are kept accountable and easily accessible by management.
• Coordinate and monitor the delivery of ordered goods/services and ensure through established procedures that all received goods/services are in accordance with the terms and specifications of the Purchase Order /Service Level Agreement. Furthermore, ensure quality and opportune delivery of purchased goods/services.
• Provide support in receiving goods and services while ensuring right quantities are delivered and quality services are rendered as per respective purchase orders.
• In collaboration with procurement office in Nairobi, identify sources for supplies and services, send out requests for quotations and provide full analysis of comparative prices for approval by budget holders or team Leaders.
• For large/specialised purchases or services (including consultancy and outsourced services), coordinate with Procurement office in Nairobi and initiate and manage the process of tendering, including the preparation of tender bidding documents and tender schedules, and provide the tender selection committee with accurate and timely information upon which to base a decision.
• Complete all procurement documents in a timely and accurate manner (requisition forms, requests for quotations, purchase orders, goods received notes, delivery notes, payment requests, etc.)
• Liaise with Regional Technical staff for specifications before procurement of all computer/IT and other equipment commences.
• Conduct regular market surveys on prices for efficient and value for money purchasing.
• While coordinating with Nairobi procurement office, develop and maintain a database for suppliers /vendors and consultants every two financial years.

Logistics Support
• Facilitate all travel/transport arrangements for staff and visitors in Lodwar Office, including airline tickets, office vehicles, travel approval forms, hotel bookings and taxi transport.
• Ensure Practical Action and Leased or hired vehicles are mechanically sound before trips for safety of both Staff and visitors.
• Ensure vehicle insurance are always up to date and Practical Action vehicles are valued before annual comprehensive fleet insurance is renewed.
• Carry out safety and security checks of all conference and accommodation facilities before these venues are pre-qualified and updated to Practical Action List of preferred suppliers.
• Manage the Lodwar office fleet of vehicles, in close coordination with the Area Coordinator and field staff.
• Ensure that the most cost effective and reliable means of transport is used for timely movements to and from project sites.
• Supervise all procedures pertaining to transport and delivery of goods to project sites, including raising waybills, security clearance and cargo handling.
• Oversee the usage of transport by staff, ensuring the completion and approval of Transport Request Forms before a trip is facilitated.
Manage the car hire service contract, including the review of monthly invoices and preparation of supporting payment documents before payment process commences by Finance Department.

Line manage all North rift based drivers, including regular performance reviews and administrative issues pertaining to time, attendance and performance.

Ensure monthly mileage analysis, Fuel analysis and Maintenance reports are prepared, signed off by Area Coordinator, confirmed by Procurement Coordinator and submitted to Finance office.

**Asset Management**

- Support in the strengthening of internal controls around asset management ensuring Practical Action’s assets are safeguarded at all times.
- Responsible for project Assets and inventory management; keeps records of all issued and returned Assets in Practical Action systems within the field office.
- Conduct regular checks on office based Assets maintenance (furniture and fittings) and report any defects to the Procurement and Logistics coordinator.
- Manage Lodwar office specific Asset Register while ensuring timely and accurate information on of all assets, assets disposal records and insurance records are up to date (the register is an extraction of the master register)
- With support from Procurement and Logistics Coordinator, conduct periodic inventory checks of all assets and at least one physical verification per financial year; document the verification results and update Asset Register accordingly.
- Ensure the timely, effective and safe delivery of assets to field Office.
- Ensure the timely and accurate insurance of all assets and property against all risks, through management of annual insurance contracts.
- Document and report any incidence of lost or stolen assets to Area Coordinator and Procurement and Logistics coordinator on timely basis.

**Administration**

- Assist in responding to queries from internal and external clients regarding procurement matters
- Facilitating travel/transport arrangements for PA staff and visitors including airline tickets, office vehicles and taxis, subject to appropriate approvals.
- Arranging/making reservations of hotel accommodation for PA staff and visitors and process the associated costs.
- Oversee payment preparation and documentation and liaise closely with the finance team concerning payment of purchased and delivered goods and services.
- Accurate filing of procurement documents and correspondence while ensuring there is efficient movement of documents within the office.

**Security**

*Staff awareness on security matters*

- Serves as the **Security Focal Point** for Lodwar office, ensuring security procedures and protocols are adhered to and liaise with the security company on matters security.
- Ensure all new staff receive a **Safety and Security induction** and appropriate level of **security training**
Ensure all visiting staff, consultants and other visitors receive a security briefing covering the locations they will be visiting and local procedures, and maintain an up to date Pre-departure pack/visitors’ briefing.

Procedures and Documentation
- Develop and maintain a Security Plan for the office including a risk assessment; procedures for relocation and evacuation in emergency/insecurity situations.
- Ensure local procedures are produced and followed for any specific risks areas of operation (e.g. high risk locations, vehicle use).
- Carry out a risk assessment on office premises (fire, rioting etc.) and ensure appropriate health and safety and security measures are in place.
- Ensure all safety and security incidents are logged and the relevant parties informed.

PERSON PROFILE
To be successful in the role, the ideal candidate will be able to demonstrate:

**Experience & Knowledge**
- Bachelor’s Degree in Procurement, Supply Chain, Business Administration or related field.
- A post graduate Diploma in Procurement, Logistics, Purchasing and Supplies or related field with relevant work experience may be considered in lieu of a degree.
- Possess a professional qualification in purchasing and Supply Chain Management and a registered member of the CIPS/KISM.
- At least 4+ years relevant work experience as a procurement officer in a similar position.
- Specific experience with managing/reporting against donor contracts.
- Good experience in Safety and Security management.
- Strong contract management skills and experience.

**Essential**
- Fluency to communicate in both English and Swahili languages.
- Able to work independently and as part of a team and adhere to strict deadlines.
- High integrity.
- Supervisory and management experience.
- Strong communication and negotiation skills.
- Ability to work within a team and multitask.
- Record keeping and accounting skills.
- Strong analytical skills and attention to detail.
- Ability to meet internal/external deadlines.
- Excellent computer skills (MS Office).
- Able to take initiative and make decisions.

At Practical Action, we treat all applications for employment on their merits and do not take into consideration any factors that are not relevant to the job such as disability, race, age, religion, gender, gender reassignment or sexual orientation.

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We are committed to safeguarding and protecting children and vulnerable adults and as such candidates will be subject to pre-employment checks.

The successful applicant must have the pre-existing right to both live and work in Kenya.

Only shortlisted candidates will be contacted