



SMEP Microfinance Bank Limited is a dynamic Christian based Bank regulated by the Central Bank of Kenya, whose **Mission** is *“To empower our customers through provision of market driven financial solutions”*, with over 40 outlets across the country.

We are inviting applications from interested and suitably qualified candidates who are passionate about transforming lives in the society, to fill the following position:

1) **PROCUREMENT OFFICER**

Manage the procurement function of the Bank in line with established Banks’ Policies and Procedures and co-ordinate the procurement of goods, and services on-time and in full, to ensure achievement of best value and contribute to best standards in service delivery and efficiency

KEY DUTIES AND RESPONSIBILITIES

- ✓ Support the development, review and ensure adherence to policies, systems, processes and procedures for procurement in SMEP
- ✓ Undertake the tendering, & evaluation process,
- ✓ Participate in negotiation of contract terms and monitor performance of the same
- ✓ Ensure all resources are utilized effectively and efficiently by taking measures to minimize wastage
- ✓ Maintain effective proactive liaison with other departments as necessary to forecast, plan and source for goods and services in accordance with required quantity and quality and specifications
- ✓ Manage stock and materials and also maintain records of the movement of stocks

KEY QUALIFICATIONS

- Bachelors Degree in Business related field or its’ equivalent
- Diploma in Purchasing and Supplies, CIPS
- Proficient in Computers with relevant experience in using and maintaining effective resource management and delivery systems and tools
- Between 28 to 35 years of age

KEY QUALITIES & COMPETENCIES

- Minimum 3 years experience in Procurement and Supplies in a reputable organization
- Excellent inter personal and communications skills at all levels
- Committed to ethos of an accountable, cost effective, high quality, customer driven service delivery process
- High degree of commercial awareness
- Experience of Project Management from conception to implementation will be an added advantage
- Applicants must be committed to Christian values with a passion to serve

HOW TO APPLY

Qualified and interested candidates who meet the above criteria should download the “Job Application Form” at www.smep.co.ke/opportunities, and send their filled applications to recruitment@smep.co.ke on or **before Monday, 5th February, 2018**. Only shortlisted candidates will be contacted.

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