



SMEP Microfinance Bank PLC is a dynamic Christian based Bank regulated by the Central Bank of Kenya, whose **Mission** is *“To empower families in Kenya’s underserved communities with impactful financial solutions as we live and proclaim the gospel of Jesus Christ”*, with over 38 outlets across the country.

We are inviting applications from interested and suitably qualified candidates who are **passionate about transforming lives in the society as they live and proclaim the gospel of Jesus Christ**, to fill the following positions:

1) PROCUREMENT OFFICER (PO/12/24)

This position is responsible for the implementation and maintaining of Procurement Strategy and cost-effective procurement requirements for SMEP Microfinance Bank. The requirements include goods, services and works as per the Banks’ Procurement Policies and Procedures.

KEY DUTIES AND RESPONSIBILITIES

- Ensure adherence to procurement procedures and standards through creating awareness to the users on the processes to be followed.
- Implement sourcing strategies
- Carry out projections for user requirements to assist prepare procurement plans that fully capture user needs.
- Identify suppliers’- for specific goods and services to enhance the speed at which goods are delivered to users.
- Carry out supplier due diligence before on-boarding to ensure compliance, quality and competency and avoid any risks.
- Manage an efficient supply database through tendering and pre-qualification process for all goods & services used by SMEP
- Manage supplier contracts and Service level agreements to ensure SMEP is protected from risks and suppliers adhere to contractual agreements.
- Ensure procurement practices are in line with the legal framework, procurement policy guiding principles and best practices for procurement.
- Negotiate long term contracted prices with various service providers to support the SMEP cost management initiatives and protect confidential information and operations of the bank.
- Maintain healthy relationship with stakeholders (Internal & external customers) to enhance customer satisfaction and the responsiveness of the customers to the needs of SMEP.
- Advise SMEP Microfinance Bank on Procurement Best practices.

KEY QUALIFICATIONS

- Bachelor's Degree in Commerce, Procurement & Supply Chain Management or any other related field.
- Full professional Certification of CIPS.
- Master's degree in relevant field will be an added advantage.

KEY QUALITIES & COMPETENCIES

- **Must be a practicing Christian** who lives and upholds Christian Values, with a passion to serve.
- With **six to eight years of relevant work experience** in a reputable organization.
- Committed to ethos of an accountable, cost effective, high quality, customer driven service delivery process.
- Must have a high degree of commercial awareness.
- Experience of Project Management from conception to implementation will be an added advantage.
- Is innovative and has the ability to come up with new and better ways of working to improve efficiency and effectiveness.
- Great time management skills and can work efficiently and effectively.
- Good interpersonal skills with the ability to build rapport and constructive and effective relationships with all stakeholders.

HOW TO APPLY

Qualified and interested candidates who meet the above criteria should download the "Job Application Form" at www.smep.co.ke/careers and send their filled applications to recruitment@smep.co.ke indicating the ***Job Title & Reference on the e-mail subject on or before Friday 24th January, 2025.*** Only shortlisted candidates will be contacted.