NAIROBI CLUB

***Exciting Career Opportunity at Nairobi Club***

**INTERNAL JOB ADVERTISEMENT**

**PROCUREMENT OFFICER (JOB REF: NC/PO/10/2019)**

**Brief Background of the organization**

Nairobi Club is a private members’ Club, owned by its Members. It was established in 1901 by Members who realized the need for a home environment in the heart of Nairobi. The Club is the second oldest and most popular establishment of its kind in Kenya.

We are situated at the fast growing Upper Hill region north of the Central Business District – (CBD). It is an easy 5 minute drive from the City Centre to the heart of Kenya’s premier Club.

**Purpose of the job**

We are seeking to recruit a professional Procurement Officer with the ability to efficiently & effectively manage the procurement process at the Club. The incumbent will report to the HR & Administration Manager.

**Key Measurable Goals**

* Ensuring a well-coordinated procurement system
* Integrity and accountability of all procurement functions
* Ensuring reliability of supplies, high quality, authentic and cost effective supplies
* Undertaking best procurement practices and standards

 **Duties & Responsibilities**

* Managing and overseeing of an efficient and effective procurement process of the Club
* Developing guidelines, operational procedures, monitoring measures and other components of an efficient procurement system
* Ensure the procurement operations are aligned with the approved budget and procurement plan
* Monitoring contracts and LPOs issued to service providers and follow up as necessary to ensure compliance with terms and conditions
* Involved in cash purchases to ensure Club procurement rules are followed
* Prepare regular market price comparisons to ensure the Club procures items and services at optimal prices.
* Maintaining overall integrity of the procurement system and ensuring that appropriate documentation is prepared and filed
* Preparing and submitting regular procurement reports
* Ensure proper communication exists between the Club and vendors
* Properly coordinate with the internal user departments and stores to ensure proper communication and smooth flow of information
* Attend the Club’s procurement subcommittee meetings as appropriate
* Attend to any other relevant duties as assigned from time to time

**Qualifications** :

* A bachelor’s degree in supply chain management or related field and/or a diploma in procurement from reputable institutions

**Required Skills :**

* A good background in hospitality industry in a competitive market.
* A commitment to transfer knowledge

**Experience:**

* Three - Five years experience in procurement and supply chain, one of which must be in a senior position

If your qualifications and experience meet the above criteria, please send an application (quoting the Job reference number) and detailed CV indicating day contact telephone number, current remuneration and three referees by **18TH October 2019** to : The Human Resources Manager, Nairobi Club, P.O. Box 30171-00100, Nairobi or e-mail to **hr@nairobiclub.com**