



# UNIVERSITY OF NAIROBI

## EXTERNAL JOB VACANCIES (PROJECT POSITION)

Applications are invited for the following position:

**PROCUREMENT & ADMINISTRATION OFFICER, FLEMING FUND KENYA GRANT, ADVERT REF AD/7/98/24, 1 POST**

### The Position

The position is domiciled in the Department of Clinical Medicine and Therapeutics in the Faculty of Health Sciences, under the Fleming Fund Kenya Grant. This is a two (2) year project that will be conducted in several hospitals in Kenya to strengthen surveillance of antimicrobial resistance and antimicrobial use.

### Location

The position will be based at the Department of Clinical Medicine and Therapeutics and will report to the Principal Investigator.

### Duties and Responsibilities

#### I. Procurement:

- Liaise with UON's procurement department to ensure project complies with policies and procedures.
- Collate the project's requests into the annual procurement and disposal plan as per the approved budget for management review and approval. Upload this plan onto the EPMS portal.
- Liaise with activity leads in preparing, terms of reference and specifications of items/service requested. Follow up with the UON Procurement department on issuance of RFQs and tender documents.
- While working closely with UON Procurement department, participate in evaluation of RFQ documents while tracking the project burn rate.
- Work closely with the UON Procurement department on processing of requisition, LPOs and all other support documents.
- Give frequent updates to the Team Lead on procurement progress of the various requests.
- Provide a detailed monthly Procurement Analysis Report to the Team Lead while identifying any challenges with suggested solutions.
- Ensure all procurement documentation are in compliance with government policies, the Public Procurement and Asset Disposal Act and the funder(s) requirement, competitive procurement and value for money.
- Support the NASIC/MOH in forecasting, quantification and costing of microbiology reagents and consumables for inclusion in the KEMSA list for public procurement.

- Support NASIC to develop a costed plan for procuring maintenance contracts and a strategy for obtaining government funding.
- Conduct an economic analysis with an aim of providing costs of running an AMR surveillance in resource limited settings such as Kenya.

## **II. Contract Management**

- Assist the Team Lead in initiating procurement of service and maintenance contracts and ensure the appointed vendors are up to date with their schedules.
- Liaise with the UON Procurement Department to monitor and evaluate suppliers of the various goods, work and services for reliability.
- Liaise with user departments to ensure that contract renewal / termination of lease, framework contract and / or framework agreement are initiated three months prior to expiry of the period.
- Supervise outsourced service providers.

## **III. Financial Management**

- Ensure that all vendors financial claims are supported by relevant documents before submission for payment.
- Conduct a three-way match on all invoices forwarded to finance for payments. i.e. attach LPO/contract document; Goods Received Note or appraisal report and supplier's invoices.

## **IV. Asset Management**

- Monitor stocks levels, equipment, assets and vehicles to minimize the risk of theft or unauthorized usage.
- Manage and maintain assets register by continuously updating new purchases and tagging them.
- Regular review of asset condition and submit recommendation at least biannually.
- Conduct biannual physical count and reconciliation of all assets with accounting ledger and submit to the Team Lead.

## **V. Vehicle and Driver Management:**

- Ensure there is available transport to deliver supplies to sites as and when required.
- Ensure where institution drivers are deployed, they follow laid down policies and procedures while liaising with UON transport department.
- Ensure driver maintains the vehicle in good working condition which includes regular maintenance, do daily check list, cleanliness of the car both inside and outside daily.
- Ensure drivers give reports on any incident and/or accident as soon as possible but within a maximum period of 12 hours of the occurrence.
- Assist the Team Lead in procuring transport and logistics services.
- Ensure vehicle maintenance, repair and insurance is up to date and appropriate.

## **VI. Office Management**

- Effectively communicates with the projects management team any UON polices changes that directly affects the project implementation.
- Ensures proper storage, management and disposal of project's record within required funder or UON/GOK regulations.
- Support the activity leads in organizing project workshops and other events as requested.
- Coordinate and work closely with field offices on office, inventory and vehicles management.

## **VII. Staff Management and Teamwork**

- Participate fully in team meetings and assist with work planning ensuring all milestones are achieved.
- Maintain an awareness of staff comments and any complaints to identify any area that needs to be addressed/rectified immediately.

## **Job Specifications**

- a) Bachelor degree in any of the following fields: Business Management, Procurement, Logistics or any other business related field.
- b) Professional qualification in Procurement and Supplies (CIPS or CPSP- K).
- c) Master's degree in Procurement & Contract Management; Procurement and Logistics or Supply Chain Management; or similar disciplines will be an added advantage
- d) Finance and / or accounting background will have an added advantage. At least CPA II.
- e) Experience in Microsoft Office and an ERP system.
- f) At least three years professional experience in Procurement, General Administration, Asset and Inventory management preferably with donor funded projects within the health sector.
- g) Knowledge of various donor regulations is an asset.
- h) Excellent communication skills (written & oral) in English and Kiswahili
- i) Supervisory, communications and negotiation, networking, teamwork and interpersonal skills
- j) Planning, organization, time management, and coordination.
- k) Organizational awareness and service orientation, analytical and solution provider.
- l) Demonstrate an ongoing commitment to gender equality and diversity.
- m) Ability to work under pressure, self-driven with minimum supervision.

## **Tenure and Terms of Appointment**

The tenure of this job is one (1) year, appointment on contract which can be renewed based on performance, mutual agreement and project period.

## **Notes**

1. Applicants should email their application letters, certified copies of certificates and curriculum vitae (CV) giving details of their qualifications, experience and three (3) referees indicating their telephone contacts and e-mail contacts;
2. Applications and related documents should be forwarded addressed to the Deputy Registrar, Recruitment and Training University of Nairobi;
3. Applicants should state their current designations, salaries and other benefits attached to those designations;
4. The application letter must bear the reference code indicated in the advertisement;
5. Late applications will not be considered and
6. Applications should be emailed as one file in PDF: [recruit-paaofp@uonbi.ac.ke](mailto:recruit-paaofp@uonbi.ac.ke)

**CLOSING DATE: TUESDAY, JULY 23, 2024**

**THE UNIVERSITY OF NAIROBI IS AN EQUAL OPPORTUNITY EMPLOYER.  
ONLY SHORTLISTED APPLICANTS WILL BE CONTACTED**