

Global Alliance for Improved Nutrition

Job title:	Procurement Manager		
Classification:	Grade 5	Direct reports:	0
Work location	Nairobi, Kenya	Travel required:	Up to 10%

The Global Alliance for Improved Nutrition (GAIN) is a Swiss-based foundation launched at the United Nations in 2002 to tackle the human suffering caused by malnutrition. Due to COVID19, conflict in Ukraine and climate change, malnutrition and hunger have worsened significantly since 2019, reversing a decade of progress. There is growing recognition that our food systems need to change if we are to reverse these trends.

GAIN's Strategy aims to transform food systems to make healthier diets from sustainable food systems accessible to all people and especially those whose are most vulnerable to shocks. By 2027, we aim to improve the access of 1.5 billion people to nutritionally enhanced staple foods, improve the access of 25 million people to healthier diets, and support positive food system change in 10 countries. This is bold and complex, and the only way to achieve this is to work together with partners including governments, businesses, and civil society at the country and global level. These goals, and the ways of achieving them, build on our twenty-year legacy of transforming people's lives with improved nutrition through concerted action and effective policy change.

DESCRIPTION
<p>Overall purpose</p> <p>The purpose of this position is to lead the procurement function of the GAIN Kenya country office to effectively support programme implementation and country office operations. This role ensures effective compliance to the procurement guidelines. The Procurement Manager will serve as a primary contact and procurement lead of the country office under the supervision of the Head of Operations.</p> <p>The position holder will be expected to work closely with the operations team, Project Managers and Country Management team in the country office and provide the technical procurement support required for handling all procurement activities.</p>
<p><u>Tasks and responsibilities</u></p> <ul style="list-style-type: none"> • Collaborate and lead the procurement function ensuring value for money, ethical procurement practices, and compliance to GAIN and international standards. • Develop, consolidate, and maintain procurement plans for the purchase of equipment, services, and supplies for the office and projects and monitoring the procurement process. • Develop procurement tracking system and support program and management team with up-to-date and reliable information on the procurement status. • Identify, Research, and Evaluate potential suppliers as well reviewing existing contracts with suppliers and vendors to ensure on-going feasibility. • Conduct market surveys for procurement planning and budgeting. • Prepare and submit weekly, monthly, quarterly, and annual procurement reports to the Head of Operations for approval by the Country Director. • Maintain accurate documentation systems and ensure that all procurements of goods are managed, tracked, and recorded in collaboration with Senior Admin Assistant. • Review and Respond in a timely way to all queries from the GAIN team on the status of outstanding procurements. • Organise and Manage the Procurement Committee meetings.

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- Maintain and update supplier information such as qualifications, supplier quality assessments, delivery times, product ranges, etc. and maintaining suppliers' database with catalogues of various products and prices.
- Examine and analyse country office purchase requisitions for completeness and accuracy of information.
- Coordinate the country office teams in the preparation of specifications, bill of quantities, TORs for equipment, materials, and services to be purchased.
- Preparation of standard bidding documents, with terms and conditions of the tender
- Record, analyse quotations, prepare bid analysis, purchase orders and contract agreements when required.
- Ensure delivery of procured goods and services to relevant teams/individuals ensuring quality and conformance with requirements.
- Organize the loading/offloading of goods when dispatched to projects sites.
- From time to time, support with any other related duties as required.

Key organisational relationships

- Reports to the Head of Operations.
- Works closely with staff in the Kenya office on all procurement related activities.
- External suppliers and stakeholder organizations in Kenya.
- Work closely with Senior Administrative Assistant and provide cover in their absence.

JOB REQUIREMENTS

Competencies

- Proficiency in Microsoft Office (Word, Excel, Power Point, Outlook, etc.)
- Highly developed numeric skills required for this role.
- Strong communication and negotiation skills.
- Good analytical and strategic thinking skills.
- Attention to detail and ability to work under pressure.
- Ability to establish and maintain effective working relationships, strong team oriented and flexible.
- Keen to take initiative where appropriate.
- Accountability and responsiveness within areas of responsibility.
- Ability to work well as part of a multi-disciplinary team in an office environment.

Experience

- Demonstrable work experience in procurement and logistics within a well-structured organization.
- Technical knowledge of procurement and logistics management. Experience would preferably include work with INGOs.
- Experience in procurement planning, market intelligence, vendors due diligence, competitive bidding processes, contract formulation, review of commitments, and logistics management.
- Knowledge of USAID procurement rules and regulations, or other international donor agencies.
- Very strong computer skills particularly in Excel and other Microsoft Office program and proficiency in spreadsheet applications
- Familiarity with and experience in using off-the-shelf or custom-developed procurement and inventory management software.
- Experience or willingness to use computer-assisted task planning and monitoring systems and procedures (e.g., in Outlook, SharePoint or other).

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Education

- Degree in Business Management, Accounting, Procurement, Purchasing & Supply Chain, Management, Economics, or other relevant field of study

Other requirements

- Honest, ethical, and committed
- Excellent communications skills (both verbal and written) is required.
- Strong organizational skills, attention to detail, and ability to follow-up.
- Demonstrated ability to multitask.
- Team player, but with ability to work independently without close supervision

WHAT GAIN OFFERS

- Flexible working hours
- Friendly working environment
- Professional development opportunities