



## **PROCUREMENT MANAGER**

Nzoia Sugar Company has since 1978 manufactured Sugar and Molasses for national consumption. In the recent times it has ventured in production of Seedlings, Poles, Timber, Hay and provision of Guest House Services. The Company hosts four public schools that rank very highly at County level. We are the sponsors of Nzoia Sugar Football Club very active football club, the only one at Premier Level from Bungoma County. In February 2020, after undergoing Factory maintenance using internally generated resources, we commenced making Kenya's sweetest sugar and the experience since then has been rich and rewarding. We have been consuming on average 2,100 tonnes of Sugar Cane per day (TCD) and it is our intention to accelerate to 3,000 tonnes per day.

We are therefore looking for a dynamic, self-starter, highly motivated person who puts the highest of regard to Integrity to fill the position of a **PROCUREMENT MANAGER**

The successful candidate will report to the Managing Director. He/she will be involved in the procurement process in a busy manufacturing environment and thus he/she should demonstrate high integrity, maturity and ability to work independently under pressure.

### **Duties & Responsibilities**

- Prepare Procurement plans and budget annually and oversee their implementation.
- To liaise with user departments and procure goods and services at competitive prices.
- To prepare for Management Tender Committee meetings for purposes of awarding tenders.
- Ensure and maintain a proper filing and retrieval system of all acceptance letters and contracts as they come, and follow up with suppliers in liaison with the Company Secretary to facilitate the conclusion of contracts.
- Ensure Purchase Requests from user Departments/Sections are correct as per specifications and liaise with suppliers for just-in-time delivery of services and goods.
- Maintain a proper distribution network of Purchase Requests to ensure action is taken appropriately.
- Maintain, update and continuously monitor, a register for all Purchase Requests to ensure team effort in delivery on time of goods and services, in liaison with Stores Personnel in their various categories.
- Ensure proper preparation of quotations, their distribution to the relevant suppliers, and their analysis, for the Management Tender Committee.
- In-charge of Staff Supervision, motivation, productivity, budget and cost control, operations and activity co-ordination in the Purchasing Department.
- Process all orders.
- Lead and supervise a team of staff in the Procurement Department.

## **Academic and Professional Qualifications**

- Bachelors Degree in Procurement or Business related field with a Diploma in Purchasing and Supplies Management.
- A Masters Degree in Procurement will be an added advantage.

## **Essential Knowledge, Skills and Experience**

- Be computer literate and ICT Savvy, experience in automated Procurement Processes is an added advantage.
- At least 5 years experience in a large and busy manufacturing fast moving goods sector or public sector with experience in large operations.
- Should have good knowledge in tendering procedures and systems.
- Good knowledge in Public Procurement Act (PPA) and Regulations.
- A working understanding of Public Finance Management Act (PFM).
- Practical and result oriented.
- Analytical and focused.
- Must be a member of a relevant professional body - Kenya Institute of Supplies Management (KISM) with a practicing licence and in good standing.

## **Application**

- Suitably qualified candidates should submit their applications together with updated curriculum vitae, certified true copies of certificates and testimonials, clearance from KRA, EACC, HELB, CRB where applicable and Certificate of Good Conduct from Directorate of Criminal Investigations (DCI).
- Provide day time telephone contacts and names of at least three referees (one of whom must be a past employer) who should be in a position to attest to the positions(s) held by the candidate in the organization(s) and managerial abilities as well as moral character and integrity.

The applications both by email and hard copies to be received by close of business on 30<sup>th</sup> May 2020. Only shortlisted candidates will be contacted.

***Nzoia Sugar Company is an Equal Opportunity Employer***

**THE CHIEF EXECUTIVE OFFICER/MANAGING DIRECTOR**  
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