



THE NAIROBI HOSPITAL

Career Opportunity

The Nairobi Hospital, a leading health care institution in Eastern Africa has an excellent career opportunity for an individual who possesses a passion for excellence, strong work ethic, results oriented and committed to continuous improvement. The successful candidate will be a team player with the ability to effectively add value to enabling good patient outcomes and shape best clinical and non-clinical practice in line with our Strategic Plan (2019-2024).

PROCUREMENT OFFICER

REF: TNH/HRD/PO/03/2023

Reporting to Procurement Manager, Medical & Non-Medical, the successful candidate will implement the Hospital's sourcing, tendering and purchasing activities to ensure efficiency, cost effectiveness and value for money in line with the Hospital's objectives.

ROLES AND RESPONSIBILITIES

- Provide support and guidance to user departments in the development of specifications;
- Ensure efficient and cost effective sourcing and delivery of materials, services and/or equipment to user departments;
- Develop and implement sourcing strategies for spend management, supplier development and management, category buying, contracts, vendor managed inventory and rating processes amongst others;
- Lead supplier pre-qualification, selection and development processes, quotation and tender processes in a timely and transparent manner;
- Contribute to lead-time reduction and demand management initiatives so as to optimize inventory levels;
- Ensure cost-effectiveness, quality and timely procurement and delivery of all supplies services.
- Manage development and preparation of contracts and ensure all contracts renewals reviews are done on time;
- Prepare appropriate financial, inventory and other reports; and
- Any other responsibilities that may be assigned to the job holder by the supervisor from time to time.

EDUCATION AND EXPERIENCE

- Bachelor's Degree in Commerce, Economics, Supply Chain Management or any other related field from a recognized institution.

- Graduate Diploma in Purchasing and Supply.
- Minimum of 3 years' experience in local and international procurement.

CORE COMPETENCIES

- Experience in warehousing and inventory management.
- Thorough understanding of procurement laws and procedures.
- Knowledge and experience in demand and supply system and best procurement practices.
- Knowledge and effective application of all procurement and relevant hospital policies, processes, procedures and guidelines to consistently achieve required compliance standards or benchmarks
- Highly analytical and excellent negotiation skills
- Good interpersonal and communication skills
- High level of integrity
- Knowledge of supply chain management in multi user/network environment
- Knowledge of international procurement and logistics management
- Attention to detail
- Planning and organizing skills
- Accountability

If your background, experience and competence match the above specifications, please send your application (cover letter & CV/Resume) quoting the job reference number, testimonials and full contact details of 3 referees, to reach the undersigned not later than **5th April, 2023**.

Only shortlisted candidates will be contacted. If you do not hear from us within two weeks post application, please consider your application unsuccessful.

Please note that The Nairobi Hospital does not charge any fees from applicants at any stage, nor has it engaged a third party to facilitate this hire.

All communications to successful candidates will be done using official contacts as listed on our website.

Only online applications will be accepted.

The Nairobi Hospital does NOT charge recruitment fees.

Human Resources Manager

The Nairobi Hospital

P. O. Box 30026 - 00100

NAIROBI

Email: recruitment@nbihosp.org