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Vacancy Announcement

Pastoralist Girls Initiative (PGI) is a Non-Governmental Organization (NGO) registered with Kenya NGOs Co-ordination Board. The organization is dedicated to alleviating the challenges encountered by the pastoralist communities in Kenya by addressing their needs in a two-pronged approach: addressing immediate practical needs, this include emergency food relief and school fee for needy girls while championing the plight of pastoralist women and girls especially on matters related to education, food security, human rights including rights to property ownership and economic empowerment.

PGI believes in sustainable community development that can only come about by involving the marginalized persons in all dialogue aimed at enhancing community organization. PGI works with the most vulnerable members of the community by empowering them to play their rightful role and champion their own rights.

Role Title: Procurement Assistant

Position description: The Procurement Assistant is responsible for supporting the Procurement team with the day-to-day running of the Procurement Function. S/he will be responsible for supporting the procurement functions of the PGI to adhere to PGI policies and procedures as well as donor compliance.

Required Education: Minimum CPSP-K 1 qualification and University degree with good organizational skills, and working knowledge of procurement.

Required Experience: a minimum 1 year of progressive experience in an Non - Governmental Organizations and good knowledge of NGOs procurement rules and procedures.

Location: Garissa

Reports to Procurement Officer

Key Responsibilities

1. Assisting in Supplier Sourcing
 - Helping to identify potential suppliers, conducting market research, and gathering information on vendors.
2. Administrative Support
 - Providing administrative support to the procurement team, such as preparing purchase orders, RFQs (Request for Quotation), and other procurement-related documents.
3. Supplier Communication
 - Communicating with suppliers regarding inquiries, quotes, and order status updates under the supervision of the procurement officer.
4. Data Management
 - Assisting in maintaining procurement records, databases, and documentation, ensuring accuracy and completeness.
5. Contract Management
 - Assisting in contract administration tasks, such as organizing contracts, tracking contract expiration dates, and ensuring compliance with contract terms.
6. Price and Cost Analysis
 - Helping to analyze prices and costs of goods and services to support decision-making and negotiations.
7. Purchase Requisition Processing
 - Processing purchase requisitions from various departments, ensuring completeness and accuracy before forwarding them for approval.
8. Inventory Monitoring
 - Assisting in monitoring inventory levels and coordinating with relevant departments to ensure adequate stock levels.
9. Quality Assurance Support
 - Supporting quality assurance efforts by assisting in monitoring supplier performance and product quality.
10. Compliance Monitoring
 - Assisting in ensuring compliance with procurement policies, procedures, and regulatory requirements.
11. Market Research and Analysis
 - Conducting research and analysis on market trends, supplier capabilities, and other relevant factors to support procurement decision-making.
12. Assisting in Reporting
 - Helping to prepare procurement-related reports, metrics, and analysis as required by management.
13. Assisting in Supplier Relationship Management

- Supporting efforts to build and maintain relationships with suppliers to ensure timely delivery and resolve any issues that may arise.

14. Ad Hoc Tasks

- Assisting with any other ad hoc tasks and projects assigned by the procurement officer or management to support the overall procurement function.

How to Apply

Qualified candidates are invited to submit their applications which should include a one-page cover letter clearly stating their motivation, qualifications, **salary expectation** and detailed CV with contact details of three professional referees to **recruitment@pastoralistgirls.org**

Application Deadline: Friday 7th June 2024. 5:00PM

Applications will be reviewed on a rolling Basis. Female Qualified Candidates are encouraged to apply. Availability should be **immediate**.

Only shortlisted candidates will be contacted