

KENYA SAFARI LODGES & HOTELS LTD

VACANT POSITION - PROCUREMENT OFFICER

Kenya Safari Lodges and Hotels is a Limited company incorporated in 1966. Our mission is to enhance customer value by offering top quality hospitality experiences. KSLH attracts many clients in their 3 (three) units being: - **Mombasa Beach Hotel, Voi safari Lodge and Ngulia safari Lodge.**

Reporting to the General Manager, will Plan, organize, direct and coordinate all the procurement activities of the Company in accordance with the Public Procurement & Assets Disposal Act (2015). Oversee the work of all technical staff involved in purchasing and supplies: purchasing assistant (MBH), purchasing clerks (lodges), head storekeepers, The job focuses on service delivery and compliance with the established legal framework.

Duties & Responsibilities

- i. Coordinates the purchasing of all goods and services required for efficient operation of all KSLH Units in accordance with procurement regulations and departmental standard operating procedures.
- ii. Ensures that the relevant statutory procurement committees are appointed and provide technical guidance for their operations as and when required.
- iii. Designs and develop the company annual procurement plan in accordance with the Public Procurement and Assets Disposal Act (2015).
- iv. Participates in the development and implementation of the Procurement Department Standard Operating Procedures. Advise all units of the established procurement policies, procedures and regulations.
- v. Facilitates the process of pre-qualification of suppliers of various goods and services. Prepare objective specifications for all items to be purchased in close consultation with the User departments
- vi. Participates in design of TORs and related contractual documents to facilitate the publication of required tender notices and advertisements according to the annual procurement plan
- vii. Prepares appropriate procurement documentation for signature of certifying and approving Officers (Unit Managers/General Manager) to facilitate purchasing of goods and services.
- viii. Carryout market research and advise on new products/services and improvement/changes on existing ones. Identify opportunities and risks available in procurement.
- ix. Checks invoices and delivery notes and ensure that goods delivered and prices invoiced conform to the Purchase orders, liaise with Finance & Accounts Department to ensure that all Suppliers are paid promptly.
- x. Performs secretarial duties, contract drafting and report for the department

Person Profile

Education & qualifications:

1. **Education & qualifications** Degree holder in procurement field or related field from a recognized university. Hold professional qualifications in purchasing and supplies from a recognized institution and membership in a professional body such as CIPS, KIPSM etc with a **practising License**.
2. **Experience:** 5- 7 years of procurement experience in the Hotel, catering or related services industry (hotels, institutional catering, tours, airlines etc). Be fully conversant with the Public Procurement & Asset Disposal Act (2015) Experience in budgeting, business planning and strategy advantageous.
3. **Communication:** Be fluent in both English and Kiswahili with excellent verbal and written communication skills.
4. **Technological:** Possess advanced computer skills (MS Office Suite) and working knowledge of computerized stores material management systems. Back ground in automated procurement environment helpful
5. **Other Attributes:** Demonstrate to possess unquestionable personal values founded on accountability, integrity and transparency. Be a self ódriven, service oriented team player and a skilled negotiator. Have planning and organizing and strategic abilities and strong report writing and self-presentation skills.
6. **Work Environment:** Able to work long hours with minimum supervision and often under pressure to meet tight deadlines. supervisory and motivation skills,

Shortlisted candidates will be required to provide the following documents:

- Clearance Certificate from the Higher Education Loans Board
- Clearance from Ethics and Anti-Corruption Commission
- Certificate of Good Conduct from the Directorate of Criminal Investigations
- Report from an Approved Credit Reference Bureau
- Tax Compliance Certificate from the Kenya Revenue Authority

If you believe that you clearly demonstrate the ability to meet the above criteria, please submit your application along with a detailed CV, attaching copies of academic and professional certificates and testimonials, stating current position, experience, names of at least 3 professional referees, e-mail address and telephone contacts to the following address:

**The Ag. General Manager
Kenya Safari Lodges & Hotels Ltd
P.O.BOX 90414-80100, MOMBASA.
(Email: vacancy@kenya-safari.co.ke)**

So as to reach us by close of business on Monday, **10th January 2019**. Only short listed applicants will be contacted.

KSLH is an equal opportunity employer and canvassing will lead to automatic disqualification.