



## EXCITING CAREER OPPORTUNITIES

The Management University of Africa (MUA) is a chartered premier University in Kenya with its main campus in Kisumu, Kajiado County and a campus in South C, Nairobi. We envision being a premier University providing Management and transformative leadership solutions worldwide. We are looking for a dynamic, self-driven and result oriented professionals to fill the following positions;

### 1.0 PROCUREMENT OFFICER - 1 POSITION

#### JOB PURPOSE

The incumbent will be responsible for managing the procurement process to ensure the timely and cost-effective acquisition of goods and services while maintaining compliance with university policies and regulatory requirements.

#### KEY DUTIES AND RESPONSIBILITIES

- i. Procurement Planning & Strategy**
  - Coordinate and implement procurement plans in line with the university's strategic objectives.
  - Maintain an updated supplier database and procurement records.
  - Monitor procurement budgets to ensure cost-effectiveness.
  
- ii. Sourcing & Supplier Management**
  - Identify, evaluate, and negotiate with suppliers to obtain the best value for the university.
  - Ensure supplier compliance with legal, regulatory, and ethical procurement standards.
  
- iii. Tendering & Contract Management**
  - Prepare and issue tender documents, request for quotations (RFQs), and request for proposals (RFPs).
  - Evaluate bids, quotations, and proposals to ensure adherence to procurement guidelines.
  - Facilitate contract negotiations and ensure proper documentation and contract execution.

- iv. **Procurement Compliance & Risk Management**
  - Ensure all procurement activities comply with relevant laws, university policies, and Public Procurement & Asset Disposal Act (PPADA) regulations.
  - Mitigate procurement risks by implementing internal controls and ethical purchasing practices.
- v. **Inventory & Asset Management**
  - Ensure proper documentation and tracking of all procured assets.
- vi. **Reporting & Documentation**
  - Maintain accurate procurement records and prepare periodic procurement reports.
  - Submit reports on procurement activities, contract performance, and cost savings.
- vii. **Stakeholder Engagement**
  - Liaise with various university departments to determine procurement needs.
  - Provide guidance on procurement policies and best practices.
- viii. **Vendor & Contract Management:**
  - Source, evaluate, and prequalify suppliers to ensure high-quality goods and services.
  - Negotiate contracts, manage supplier relationships, and ensure timely contract renewals.
- ix. **Tendering & Compliance:**
  - Manage the entire tendering process, including bid invitations, evaluation, and awarding.
  - Ensure compliance with regulatory procurement standards and ethical practices.
- x. **Procurement Operations:**
  - Process purchase orders and ensure timely delivery of goods and services.
  - Maintain accurate procurement records and update the supplier database.
- xi. **Budget & Cost Management:**
  - Monitor procurement expenditures and identify cost-saving opportunities.
  - Ensure proper allocation of resources and prevent wastage.

## **KNOWLEDGE, SKILLS AND EXPERIENCE REQUIRED**

- Masters' degree in Business, Procurement & Supply Chain Management from a recognized University.
- Bachelor's degree in Business, Procurement & Supply Chain Management from a recognized University.
- Professional certification (e.g., CIPS, KISM)
- Minimum of 3-5 years of experience in procurement, preferably in an academic or public institution.
- Strong knowledge of procurement laws and regulations in Kenya.
- Proficiency in ICT.
- Knowledge of Kenyan procurement laws, PPADA 2015, and other relevant regulations.
- Proficiency in e-procurement systems and ERP software.
- Strong negotiation, analytical, and problem-solving skills.

## **HOW TO APPLY**

Interested candidates who satisfy the requirements below should forward their applications accompanied by a detailed CV, email address, day time telephone contact, name and address of three referees. The applications should reach the undersigned not later than **3<sup>rd</sup> May 2025**. The Management University of Africa is an equal opportunity employer

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