



UNIVERSITY OF NAIROBI

EXTERNAL JOB VACANCIES (PROJECT POSITION)

Applications are invited for the following position:

PROCUREMENT AND LOGISTICS SPECIALIST (PLS) USAID FAHARI YA JAMII PROJECT - AD/12/233/21 - (1 POST)

The Project

The University of Nairobi has received funding from the United States Agency for International Development (USAID) to support implementation of the Kenya Health Partnerships for Quality Services (HIV, FP/RMNCAH, Nutrition and WASH) in Nairobi and Kajiado Counties through the USAID Fahari ya Jamii Project. To successfully implement the Project seeks to competitively fill the above position:

The Position

This is a full-time position based in Nairobi.

Job description

The Procurement and Logistics Specialist will be responsible for the coordination of program procurement and logistics in accordance with requirements, policies and procedures to ensure delivery of smooth running of project activities. Provide oversight of the procurement process to ensure USAID compliance, cost reasonableness, allowability and allocability, accurate financial accounting, sufficient internal controls, and timely reporting. The Procurement and Logistics Specialist will report to the Finance and Administration Manager.

Job specifications

At a minimum, the PLS will have:

- A Master's or Bachelor's degree in, Business Administration, Procurement and Supply Chain, Strategic Management or a related field.

- Bachelor's Degree and seven (7) years of experience, Master's degree and four (4) years of experience, or equivalent combination of education and experience.
- Relevant experience supporting or leading procurement work for international donors, preferably USG.
- Knowledge of public procurement and general management policies and regulations
- Professional qualifications in procurement and supply chain management will be an added advantage.

Terms of appointment

This a position whose tenure is one (1) year contract renewable based on performance and by mutual consent. The salary is negotiable depending on the level of education and work experience.

NOTES

1. Applicants should email their application letters, certified copies of certificates and curriculum vitae (CV) giving details of their qualifications, experience and three (3) referees indicating their telephone contacts and e-mail contacts.
2. Applications and related documents should be forwarded through applicants' Heads of Departments, where applicable, and be addressed to the Director, Human Resource, University of Nairobi.
3. Applicants should state their current designations, salaries and other benefits attached to those designations.
4. The application letter must bear the reference code indicated in the advertisement.
5. Late applications will not be considered.
6. Applications should be emailed to recruit-plsfjp@uonbi.ac.ke as one file in PDF.

CLOSING DATE: FRIDAY DECEMBER 17, 2021

**THE UNIVERSITY OF NAIROBI IS AN EQUAL OPPORTUNITY EMPLOYER.
ONLY SHORTLISTED APPLICANTS WILL BE CONTACTED.**