

## Consultant on Procurement & Administration Support

<b>Location :</b>	Nairobi, Kenya
<b>Application Deadline :</b>	22 February 2021
<b>Type of Contract :</b>	Individual Contract
<b>Post Level :</b>	National Consultant
<b>Languages Required :</b>	English
<b>Expected Duration of Assignment :</b>	12 months fixed term contract

Under the guidance and supervision of the Operations Manager, the consultant provides procurement and administration management support and ensuring high quality and accuracy of work, execution of transparent and efficient services and processes in Msingi.

The Consultant works in close collaboration with the operations in the Msingi, the donors and other stakeholders to exchange information, resolve complex procurement and administrative issues and ensure consistent service delivery.

### **Duties and Responsibilities**

Ensure management of supply sourcing, leading and management of procurement process and shipping logistics, focusing on achievement of the following results:

1. Full compliance of procurement and administration activities with Msingi rules, regulations, policies and strategies; implementation of the effective internal control framework
2. Develop and consolidate terms of reference for procurement of service and specifications for procurement of goods
3. Management of supply sourcing including reaching out to potential suppliers and searching from different sources
4. Develop solicitation documents including Request for Quotation (RFQ), Request for Proposal (RFP) and Invitation to Bid (ITB)
5. Arrange posting procurement advertisement and circulating solicitation notice
6. Lead and facilitate bid evaluation including both technical and financial assessment; Prepare and consolidate evaluation report
7. Prepare and consolidate all related documents for submission of higher value procurement case at the relevant level for review
8. Prepare contract, purchase order and related supporting document
9. Implement contract or Purchase Order including management of logistic and shipment.
10. Provide general administrative support to office event and conference and related travel logistic
11. Document and file all procurement related papers including solicitation, evaluation, contract and purchase order and shipping documents.

### **Competencies**

1. Demonstrate integrity by modelling the Msingi's values and ethical standards
2. Demonstrate strong sense of responsibility and confidentiality

3. Display cultural, gender, religion, race, nationality and age sensitivity and adaptability
4. Sound knowledge of financial rules and regulations
5. Strong learning abilities and apply newly acquired skills
6. Good communication and interpersonal skills
7. Willingness to share knowledge and experience
8. Focus on result for the client and respond positively to feedback approach work with energy and a positive, constructive attitude
9. Consistently Experience in the usage of computers and office software packages (MS Word, Excel, etc.).

### **Required Skills and Experience**

1. Bachelor's degree on administration, business, marketing, procurement and supply chain
2. At least 2-3 years administration and professional travel, procurement and supply chain experience
3. Fluency in English.

### **How to apply**

Msingi applies a fair and transparent selection process that will take into account the competencies/skills of the applicants. Qualified women and members of social minorities are encouraged to apply.

**Please email your CV and cover letter only (DO NOT ATTACH CERTIFICATES) to [procurement@msingi.com](mailto:procurement@msingi.com) by midnight EAT on 22<sup>th</sup> February 2021.**