

# CALL FOR APPLICATION

## LOCAL CONTRACT



## Title of the position: **PROCUREMENT MANAGER AND RECEIVING OFFICER**

Place of work: **Lycée Français Denis Diderot – Nairobi – KENYA**

Quota: Full time - 39 h

Starting date: **December 2023**

### WHO WE ARE

Founded in 1962, the French School of Nairobi is one of the oldest and the most well-known international schools in Kenya. The school has continually grown in more than half a century of its existence. Today, it hosts more than 600 students between the ages of 2 and 18 years regardless of origin or religious persuasion. Our school fraternity of more than 50 nationalities affords each and every student an opportunity to self-actualize depending on their personality, preferences and abilities. This diversity is a distinct asset that we strive to capitalize on through innovative instruction and personalized teaching to meet individual needs.

### MISSIONS AND RESPONSABILITIES

With solid management experience and under the direct supervision of the Administrative and Financial Director, the Procurement Manager and Receiving Officer is responsible for the strategic and operational work of the Procurement office of the organization, ensures compliance with purchasing procedures, orders and receives goods and services. He or she works closely with the rest of the administrative and financial department and Management. He or she independently recommends the choice of suppliers and confirms, after the Certifying officers, that the goods and services received comply with the contracts. He or she participates in close collaboration with the Administrative and Financial Director in the preparation of the annual budget.

As part of his/her duties, the procurement manager will have the following main responsibilities:

#### Procurement management:

- Identification of the school's needs (educational, technical, administrative, events) in consultation with the departments concerned.
- Organising invitations to tender in accordance with the regulations and procedures in force in Kenya and at the Lycée
- Preparation of decision-support notes justifying the choice of suppliers
- Participating in the development and review of all purchasing procedures
- Managing and monitoring orders in order to receive them on time while optimising transport, storage and customs clearance costs.
- Checking that services rendered and goods received comply with orders and confirming quantities received for invoice processing by the accounts department

#### Suppliers management:

- Maintain and update a list of suppliers of goods and services that meet Kenya's tax and legal requirements
- Negotiate the terms of contracts with suppliers in order to obtain favourable conditions and ensure their follow-up
- Evaluate supplier performance and maintain good working relationships

#### Contracts management:

- In collaboration with the Lycée's lawyers, develop templates of contracts that comply with Kenya's tax and legal requirements.
- Review existing contracts with the Lycée's lawyers,
- Maintain and update a file of contracts and anticipate their renewal.



### Costs optimization:

- Identify cost-saving opportunities and implement cost reduction initiatives while maintaining product/service quality
- Participate in the development of the annual budget of the school

### COMPETENCES /SKILLS REQUIRED

- In-depth knowledge of the fundamentals of procurement management, including supplier selection, contract negotiation, inventory management and contract management
- In-depth knowledge of local procurement and contract management regulations in Kenya
- Ability to constantly seek out the best value suppliers of goods and services in Kenya essential to the Lycée
- Ability to develop and implement effective procurement, contract and stock management procedures
- Ability to analyse purchasing costs and identify potential sources of savings without compromising quality.
- Proficiency in software such as Excel, Word and PowerPoint for creating reports and analysing data.
- Proficiency in SAGE software would be an asset

### QUALITIES REQUIRED

- Ability to manage several tasks and maintain rigorous organisation in their follow-up.
- Ability to work as part of a team and collaborate with the school's various departments to understand their needs and align purchasing strategies.
- Excellent interpersonal, written and verbal communication skills with all stakeholders (suppliers, colleagues, management...)
- Advanced negotiation skills to obtain favourable purchasing conditions while maintaining professional relations with suppliers
- Adherence to high ethical standards in purchasing, including transparency and compliance with school policies

### EDUCATION & EXPERIENCE REQUIRED

- Bachelor's degree in procurement management, supply chain management business, economics, finance, logistics, or in a related field. Master's degree preferred
- Must be a member of a professional body e.g. Kenya Institute of Supplies Management or Chartered Institute of Procurement & Supply (CIPS) with a valid practicing license
- Have a minimum of 8 years' experience in procurement and supply management in a large establishment with 5 years at management level.
- A professional qualification in Supply Chain/Procurement Management is an added advantage
- In-depth knowledge of industry-specific regulations and best practices
- Fluency in both English and French a must (DELF A2 required B1 desirable)
- International exposure a MUST.

### RECRUITMENT PROCEDURE

- The Human Resources Manager will review the applications once received.
- Interviews can be arranged in person or by videoconference.
- A positive or negative answer will be sent by e-mail to each candidate.
- The successful candidate will be hired on the basis of a local contract, in accordance with the Kenyan Labour Laws, from December 2023.

### TRANSMISSION OF THE FILE

The application must include, in order: a CV, a covering letter, copies of diplomas or qualifications and all supporting documents relating to experience. Prepare your application by attaching all the compulsory supporting documents requested in a single file and only in PDF format.

For application click here: [APPLY](#)

For more information: [recrutement@lyceefrancaisnairobi.com](mailto:recrutement@lyceefrancaisnairobi.com)

**DEADLINE FOR APPLICATIONS: 31 OCTOBER 2023**