



PROCUREMENT OFFICER JOB PROFILE

Organization

Wildlife Tourism College of Maasai Mara

Location City Country

Masai Mara, Narok County -Kenya

Start date

1st November 2022

About the organization

The Wildlife Tourism College of Maasai Mara is a product of restructuring of the Koiyaki Guiding School (KGS). Since inception in 2005, KGS has been providing training in Tour Guiding and acted as a hub for community engagement and empowerment. From inception to-date, KGS has trained and successfully graduated 377 guides who have proceeded to earn a livelihood from the Wildlife Tourism Industry in the Mara and other regions of Kenya.

About the Role

The Procurement Officer will be responsible for keeping the inventory properly accounted for and follow correct procedures when issuing stores items to other departments. Also, ensure that Stocks are kept at the minimum required level for the smooth running of the College and to avoid tying up cash. The position holder is expected to work closely with Finance Manager and support all accounting elements and requirements within the college. In addition, the Procurement Associate is responsible for ensuring that procurement standards are met at all times as determined by WTC Standards Operating Procedures, Policies Governmental & Trade regulations in order to exceed guest expectations, ensure safety of the staff, students, guest & property.

Central to the Procurement Associate's roles are the following key result areas:

(i) Procurement and Supply Chain:

- Raising of Local Purchase Orders from purchase requisitions
- Receiving goods physically from suppliers into the College warehouse and checking the supplier invoice against issued LPO to ensure that the correct quantity is supplied at the LPO price.
- Receiving the goods on the system as per the Invoice and LPO to generate a Goods Receipt Voucher
- Participate in the loading of Transport truck and coordinates Transfer of goods from WTC warehouse to Transit warehouse
- Ensure that all Goods Receipt Vouchers sent to the College are returned and make a follow up on the missing GRVs.
- Check on stock levels for consumables in the college for re-ordering.
- Ensure that the college store is well maintained and in order by Filing and maintaining Procurement Files such as Contract, Local Purchase Orders, Purchase Requisition, Price Lists and quotations.



Next Gen Sustainability Leadership Education

(ii) Occupational Health, Safety, Hygiene:

- Ensure that HACCP and OSHA ACT 2007 policies are strictly observed.
- Takes responsibility to rectify hazardous situations, reporting major areas of concern to the Facility Manager and/or designated department.
- Ensures the highest level of safety and security by participating in training programs that delivers a high degree of awareness amongst staff.

(iii) Budget, Forecast, & Capital Expenditure:

- Provide the management with monthly reports and reviews opportunities for improvement and savings.
- Ensures consistent and accurate inventories as per standard operating procedure

(iv) Sustainability Compliance:

- Ensures that the environmental initiatives are strictly observed in the workplace and participates in community activities and programs.
- Ensure the Environment conforms to the NEMA Standards and other sustainability initiatives run by the College

Required Academic Qualifications, Skills, Experience and Attributes

- University Degree or Diploma in Accounting , Finance, Procurement or Logistics
- Minimum CPA(K) , ACCA Level 3 or professional qualifications in procurement and or supply chain management (CIPS Qualifications or its equivalent)
- Competency in using an ERP System e.g., Sun, Micros, Fidelio, Opera, Sky Horizon, QuickBooks etc.
- Must be conversant with I-Tax System
- 5+ years' Experience in Procurement and Supplies Chain Management or serving in same role.
- Experience in Managing Budgets
- Able to work flexible hours

How to Apply:

- Applications must include a motivation letter highlighting why the applicant would like to join WTC and attaching a curriculum with; a telephone number and at least three professional references with their contacts.
- Applications should be sent to koiyakiguinding@gmail.com and must clearly state PROCUREMENT OFFICER as the email subject. The closing date for this application is 15th October 2022 at 1730hrs.

Please Note:

- Shortlisting will be on a rolling basis and only those shortlisted will be contacted for the interview,