



## **CAREER OPPORTUNITY**

Catholic Diocese of Kitui - Caritas Kitui is currently looking for a qualified candidate to fill the position of **Assistant Logistics and procurement officer**. Reporting to the Logistics and procurement officer, the Logistics and Procurement Assistant will work with a team to provide effective and efficient support through the lifecycle of projects and programmes. He/she will also be responsible for ensuring policies and procedures for all diocesan institutions, meet minimum standards against the diocesan secretariat standards threshold.

### **Major Responsibilities**

#### **1. Transport and fleet Management**

- Ensure that daily allocation of driver duties and vehicles is in accordance with Fleet Management procedures in place.
- Supervise and monitor all drivers in their daily duties.
- Control and monitor all vehicle movements, to ensure that no vehicles move without proper authorization of the work ticket.
- Plan and provide all the transport services for programme activities and all day-to-day operations and support office in line with the stipulated transport request procedures.
- Ensure the vehicles are always clean, insured and road worthy and that all accidents, repairs and defects are reported and attended to.
- Prepare regular reports on vehicle mileage, rentals, fuel consumption, repairs and maintenance.
- Maintain all Fleet related records and documents.
- Monitoring vehicles and driver performance
- Process car hire requests based on approved movement plans in the most cost effective and efficient manner as per the stipulated policies and any applicable regulations.
- Ensure that the requested car hire services are provided satisfactorily.
- In conjunction with the driver compile the monthly reports on vehicle mileage, fuel consumption, repairs and maintenance and submit in a timely manner to the procurement Officer
- Assist in maintaining the asset register including updating on acquisitions, maintenance management, transfers, valuations, current user, status and location.
- Plan and execute the asset verification on a quarterly basis and update the register. Report on any variances.
- Ensure all assets are tagged accordingly.

## **2. Procurement**

- Assist the Procurement Officer by ensuring that programme purchases are made in a timely and transparent manner, following the Diocesan procurement policies and procedures.
- With the guidance of the Procurement Officer, prepare the procurement plans in consultation with the programmes and operations teams.
- Provide assistance in the annual prequalification exercise by compiling a list of applicants, inputting the technical aspects and short listing the successful applicants.
- Assist the Procurement Officer in compiling the comparative bid analysis

## **3. Supervise the Warehouse officer and ensure the following is in order**

- That the warehouse is neat and clean at all times.
- Ensure the appropriate storage and physical condition of stocks according to their specific requirements
- Ensure all stock is released with stock release form and stock release approval.

## **Qualifications**

- Bachelor's degree in Logistics or Fleet Management or Mechanical engineering with 2 years experience.
- Diploma in logistics or business administration and at least 4 years' experience in a similar position.
- Knowledge in computer packages is a MUST
- A valid Certificate of Good conduct and a clean driving license
- Excellent verbal and written communication skills.
- Excellent analytical and problem solving skills
- Proven track record of using a fleet tracking system
- A recommendation letter from Religious leader
- Must be a conversant with catholic social teachings

If you believe you fit the required profile, please send your application to [hr@dioceseofkitui.org](mailto:hr@dioceseofkitui.org) or letter addressed to

Human Resources officer  
Catholic Diocese of Kitui  
P.O. Box 300 - 90200  
Kitui.

by close of business **Friday September 16, 2016.**

**Please note: We shall only contact the shortlisted candidates.**