



CATHOLIC DIOCESE OF KITUI

VACANCY ANNOUNCEMENT

The Catholic Diocese of Kitui seeks to recruit a self motivated, talented, innovative and results oriented individual to fill the position of **PROCUREMENT AND LOGISTICS OFFICER**

Under the Caritas Director and with direct supervision of the Deputy Caritas Director, the Logistics and Procurement Officer 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

- Ensure that procurement is done in a cost effective manner, transparent and that it meets the international standards and norms of procurement.
- Ensure that all procurement in the diocese is carried out according to Diocesan rules and ensure that the Diocese gets value for money.
- Ensure that all procurement by the Diocese meets the donor regulations
- Ensure that all assets are physically labeled and assets are added to the asset register
- Ensure asset officers in each location update the FAR and carry out monthly spot checks along with finance or project representatives.
- Maintain the inventory records and ensure they are accurate and up to date.
- Liaise with management on contracts for suppliers and services and ensure the same are executed in a timely manner.
- Organize for delivery schedules into the warehouse with the suppliers and ensure fairness to all.
- Receive all incoming supplies and ensure correct quantities, quality and correct documentation.
- In charge of health and safety for the diocesan institutions checking for fire safety, organizing for fire drills, electrical and working environment safety checks.
- Oversee any maintenance and repair works within the Diocesan Premises.
- Responsible for fleet management for all secretariat vehicles.
- Any other duties as may be assigned by the supervisor

Qualifications

- Bachelor degree in business (logistics or supply chain Option).
- Post-graduate diploma in warehouse, will be an added advantage
- Minimum of CPA part 2 qualifications
- Minimum experience of 3 years in procurement and logistics



- Be a member of a registered supply chain professional body
- Excellent planning and organizing skills be commercially astute with good analytical and problem solving skills.
- Possess good industry knowledge and experience of government supply chain processes and procedures
- A certificate of Good Conduct – **MUST**
- A recommendation from Religious leader
- Must be a conversant with catholic social teachings

If you believe you meet the above requirements and are interested in this position, please send your application together with a detailed curriculum vitae which should have at least three (3) referees to the address or email below so as to reach us not later than **Friday 4th September 2015 at 5pm.**

Human Resources Officer
Catholic Diocese of Kitui
P.O. Box 300 – 90200
KITUI



Or email to: hr@dioceseofkitui.org

Only short-listed candidates will be contacted