



CATHOLIC DIOCESE OF KITUI

Vacancy: Logistics and Procurement Assistant
Required: Immediately
Location: Kitui
Closing date: 31st July, 2026

The Catholic Diocese of Kitui is currently looking for a qualified candidate to fill in the position of a Logistics and Procurement Assistant. Reporting to the Logistics and Procurement officer, the successful candidate 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 related to Logistics and Procurement meet the Diocesan Minimum Standards.

Major Responsibilities

- 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 to the Logistics and Procurement Officer.**
- Assist in maintaining the asset register including updating on acquisitions, maintenance management, transfers, valuations, current user, status and location.
- Ensure Quarterly updating of fleet register and report on any variances.



Procurement

- Assist the Logistics and 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 Logistics and Procurement Officer, prepare the procurement plans in consultation with the programmes and operation 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 Logistics and Procurement Officer in compiling the comparative bid analysis.

Stores Management

- Ensure all the stores are maintained and the contents therein.
- Ensure appropriate storage of motor vehicles and stocks according to their specific requirements.
- Ensure all stock is released with stock release form and stock release approval.

Qualifications

- Diploma in logistics and Supply Chain Management 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 fleet and store management.
- A recommendation from a Religious Leader.
- Must be conversant with Catholic Social Teachings.

How to apply

If you believe you meet the above requirements and are interested in this position, please send or drop your application which should include; **a covering letter, detailed curriculum vitae** which should have at least three (3) referees (**One of the referees MUST be your religious leader; priest or pastor**) to the address or email below on or before **Friday, 31st July 2026**.

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

Or email to: hr@dioceseofkitui.org



NB: Please be advised that Catholic Diocese of Kitui does **NOT** ask for money from applicants under any circumstances during its recruitment process. Interested applicants are encouraged to exercise caution upon receiving any such interview opportunity that requires payment of any money.

Only Shortlisted candidates will be contacted.