



Consolidated Bank of Kenya Ltd is Kenya's SME bank of choice that provides flexible financial solutions that support our customers in achieving success. The Bank is well positioned, with presence in majority of the country's business hubs to continually offer pleasant and convenient services. We seek to recruit a high caliber, results oriented and self-driven individual to fill the position of **Procurement Manager**.

PROCUREMENT MANAGER

Job Type

Three (3) year Contract.

Job Purpose

Reporting to the Chief Executive Officer, the Procurement Manager will be responsible for managing the Procurement function and coordinating the overall procurement of goods, works and services in the Bank. The holder of the position will be at the forefront regarding the implementation and development of procurement strategies. He/She will be responsible for ensuring that the Bank business operations continue uninterrupted by providing efficient, quality and cost effective management of procurement services in a timely manner.

Key Responsibilities

- Develop annual procurement plans for the Bank and advise the Bank on matters related to procurement.
- Provide professional advice on procurement matters to the Chief Executive Officer.
- Work closely with other heads of departments to identify the most economic and reliable sources of goods and services.
- Prepare and submit various regulatory reports.
- Accountable for inventory management.
- Administer existing contracts, monitor contract escalations and pricing mechanisms.
- Monitor and manage supplier performance.
- Monitor activities against department objectives and submit performance reports to Management.
- Identify procurement process improvements and facilitate implementation.
- Develop the department's human resources by enhancing professional development, performance management, training and development.

Qualifications and Competencies

- Be a holder of Bachelor's degree in Procurement or Purchasing & Supply Management or any other business related field from a recognized university.
- Should possess professional qualifications in Purchasing and Supply Management from the Chartered Institute of Purchasing & Supply Management.
- Must be a registered member of the Kenya Institute of Supplies Management.
- Must have a minimum of seven (7) years' relevant experience at managerial level. Experience in public procurement will be an added advantage.
- Experience with an automated procurement system will be an added advantage.
- Must possess excellent report writing and presentation skills.
- Should be a team player with good analytical, organizational and interpersonal skills.
- Should demonstrate high ability and creativity in cost management strategies.
- Should be dynamic, self-motivated and results oriented.

Method of Application

Qualified and interested candidates who meet the above requirements should send their application in HARD COPIES quoting the title of the position applied for on the cover letter and envelope, together with detailed Curriculum Vitae, copies of certificates and the contact information of three referees to:

**The Head of Human Resources
Consolidated Bank of Kenya Limited
P.O. Box 51133 - 00200
NAIROBI**

All applications should be sent through the above address ONLY, and received no later than **5.00 p.m.** on **Thursday, 6th February 2025**. Only shortlisted candidates will be contacted.

Consolidated Bank of Kenya Limited is an equal opportunity employer.