



JOB RE-ADVERTISEMENT-PROCUREMENT AND ADMINISTRATION OFFICER

Issue Date: 19th June 2025

Job Title: Procurement and Administration Officer

Duty Station: KAKAMEGA

Reports to: Human Resource and Operations Officer

Salary range: Kshs.45,000- Kshs.53,000

BACKGROUND

Anglican Development Services Western is a church-based development organization whose aim is to facilitate poor rural communities in Western Kenya to realize sustainable socio-economic development. It is the development arm of the six (6) dioceses of the Anglican Church of Kenya Western Province. These dioceses are Bungoma, Butere, Katakwa, Maseno North, Mumias and Nambale.

Job Purpose: ADS-W is seeking to recruit a Procurement and Administration Officer to be based at the regional office in Kakamega County. The Job is responsible for provision of procurement and admin support services, for ADSW. The role holder performs this job while ensuring application and compliance with policies and procedures of ADSW as well as those of her financing partners to ensure the timely and satisfactory completion of assignments..

Duties & Responsibilities

The Procurement and Administration Officer will perform the following duties:

- Working closely with the procurement committee to efficiently plan and support program implementation.
- Ensure an efficient supply base through procurement processes in line with ADSW policies, financing partner guidelines and pre-qualification process for all goods and services used by ADSW.
- Support the procurement committee to develop Invitations to bid for supply of goods and services and conduct bid phase services including, but not limited to the process of, Requests for Proposals, Requests for Quotes, and other solicitations when necessary, corresponding with vendors, performing bid evaluations, updating Vendor Opportunities website, contract preparation.
- Support in contract administration, monitoring and reporting as may be required.
- Perform procurement functions such as requisitions, purchase orders, contracts, change orders, vendor information, and reporting.



- Support the procurement committee to ensure adherence to procurement procedures and standards through creating awareness to the users on the processes to be followed.
- Ensure availability of quality goods and services ordered and prompt delivery of the same to the user through timely processing of the requisitions placed.
- Ensure cost rationalization by carrying out price surveys to determine price trends to help suppliers' appraisal.
- Manage supplier relationships through maintaining good communication and timely processing of payments for mutual benefit of ADSW and the suppliers.
- Production of management reports to inform the management on decision making.
- Through the procurement committee, advise the leadership team on internal control to be applied in procurement to enhance efficiency.
- Drafting a variety of procurement and administration-related documents, reports, contracts, communications, guidelines, instructions, annual procurement plans.
- Coordinating administrative matters such as office space, administrative and procurement tools and files, inventory, auditing of procurement activities.
- Participate in tender meetings and evaluations.
- Prepare bids analysis and other bidding documents for approval.
- Review procurement documents for accuracy before submitting them for payment approval.
- Collaborating with all departments by coordination with finance, grants, and program to ensure smooth and timely procurement.
- Implementing due diligence for suppliers, this includes searches for AML & prevention of terrorist financing, conducting reference checks, supplier visits as well as documenting those processes.
- Preparing and submitting accurate monthly reports to the Human Resource and Operations Office on time.
- Supporting with developing and updating the procurement plans (assigned) as required.
- Manage office supplies and equipment.
- Maintain the office asset list and ensure compliance with the policies.
- Support smooth functioning of office infrastructure including communications equipment and services.
- Support the planning and coordinating of office events and meetings.
- Greet and direct visitors at the regional office
- Ensure a regularly updated visiting staff schedule is maintained
- Ensure a centralized contact lists including staff, program visitors and partners is maintained
- Oversee hotel bookings and flight tickets as required including ensuring prior approval by an authorized supervisor and recording of supplies expenses.



- Ensure all office equipment is stocked with required supplies (stationary, cleaning and kitchen supplies, toner, paper etc.).
- Support in developing efficient logistics structures for smooth operations of ADSW operations.

Relevant experience and skills:

- A minimum of a Bachelor's Degree in Business Administration, Commerce or any other related field specializing in procurement.
- At least three(3) years' relevant verifiable experience.
- Be a member a of Kenya Institute of Supplies Management or Chartered Institute of Purchasing and Suppliers or another reputable procurement professional.
- Exposure to computerized procurement systems and Enterprise Resource Planning.
- Knowledge of corporate procurement systems and structures.
- Exposure to international best practices in procurement, applicable laws and country of origin rules.
- Knowledge on Contract Management, Records Management and Resource Management.
- Demonstrated high integrity, independence, reliability and confidentiality.
- High sense of job responsibility and ability to work without supervision.
- Ability to go beyond the expected procedures and tasks to provide satisfactory client experience
- Team player-Ability to work with different people with effective leadership skills
- Communication skills-Able to communicate fluently and openly to pass all the information as and when there is a need to both verbally and written.
- Interpersonal skills such as listening, questioning, self-confidence, problem solving. Position requires cross-cultural experience, understanding and sensitivity.
- Computer literate in Word, spreadsheets, Internet skills and other document processing software
- Attentive to details and excellent report writing skills.
- Compatibility with ADS's Mission, ethos, policies and core values.
- A strong aptitude for organizational change, participatory and servant leadership, innovation, learning and team building.
- Excellent conflict resolution skills.

Interested applicants are encouraged to submit their application through this link: <https://forms.gle/QPyw5CjvmjN8Bdtm9> by 30th June 2025 by 5pm EAT.

Please note, only shortlisted candidates will be contacted.