

EXTERNAL ADVERTISEMENT

JOB VACANCY

St. Paul's University is an ISO 9001:2015 Certified Christian Ecumenical institution of higher learning in Kenya founded in 1903 with campuses in Limuru, Nairobi, Nakuru and Virtual Campus. Since the award of Charter in 2007, St. Paul's University has continued to experience sustained growth with courses in various fields of study, research programmes, student population of over 7000 and 300 full-time and part-time staff. Qualified and competent personnel have remained instrumental to this growth. To this end, the University wishes to recruit a committed Christian, who is highly motivated, and with demonstrated competencies for the position below:

Job Title: **Procurement Officer**

Reporting To: **Deputy Vice Chancellor, Finance & Administration**

Department: **Procurement**

Purpose of Role:

To manage the end-to-end procurement process, including sourcing, tendering, contracting, and supplier performance management to ensure value for money, compliance with procurement policies and regulatory requirements, and the timely availability of goods, works, and services required by the University.

KEY RESPONSIBILITIES

1. Define Business Needs and Develop Specification

- Collaborate with internal stakeholders to identify and document procurement requirements.
- Translate business needs into detailed technical and functional specifications.
- Establish clear scope, deliverables, timelines, and quality standards.
- Ensure specifications align with organizational strategy and budget constraints.

2. Market Analysis and Make or Buy Decision

- Conduct comprehensive market research and supplier landscape analysis.
- Perform cost-benefit analysis to determine optimal sourcing strategy.
- Evaluate in-house capabilities versus external procurement options.
- Assess market trends, pricing dynamics, and supply chain risks.

3. Develop the Strategy and Plan

- Create comprehensive procurement strategies aligned with organizational objectives.
- Develop category management plans and sourcing roadmaps.
- Define procurement methodologies (*competitive bidding, RFP, framework agreements, etc.*).
- Establish timelines, milestones, and resource allocation plans.

4. Pre-Procurement Market Testing and Engagement

- Engage with potential suppliers through market sounding activities.
- Conduct supplier capability assessments and pre-qualification exercises.
- Test market appetite and refine requirements based on supplier feedback.
- Identify innovation opportunities and alternative solutions.

5. Develop Documentation: Pre-Qualification Questionnaire and Detailed Specification

- Prepare comprehensive tender documentation, including specifications, terms, and conditions.
- Develop pre-qualification questionnaires (PQs) to assess supplier eligibility.
- Create evaluation criteria and scoring methodologies.
- Ensure compliance with legal, regulatory, and university requirements.

6. Supplier Selection to Participate in Tender

- Review and evaluate pre-qualification submissions.
- Shortlist qualified suppliers based on capability, capacity, and compliance.
- Provide feedback to unsuccessful bidders and ensure transparency.
- Maintain audit trail and documentation for governance purposes.

7. Issue Tender Documents

- Distribute tender documentation to qualified suppliers.
- Manage tender portal and communication channels.
- Conduct briefing sessions and site visits as required.
- Handle supplier queries and issue clarifications in a timely manner.

8. Bid and Tender Evaluation and Validation

- Lead evaluation panels in assessing technical and commercial submissions.
- Conduct due diligence, including financial assessments, reference checks, and site visits.
- Perform detailed cost analysis and total cost of ownership calculations.
- Validate compliance with specifications and evaluate value for money.

9. Contract Award and Implementation

- Negotiate final terms and conditions with selected suppliers
- Prepare contract award documentation and obtain necessary approvals.
- Manage contract mobilization and implementation activities.
- Establish governance structures, KPIs, and performance monitoring frameworks.

10. Warehouse, Logistics and Receipt

- Coordinate inbound logistics and delivery schedules.
- Oversee goods receipt, inspection, and quality assurance processes.
- Manage warehouse operations, including inventory control and storage optimization.
- Resolve discrepancies and coordinate returns or remedial actions.

11. Contract Performance and Improvement

- Monitor contract performance against KPIs and service level agreements.
- Conduct regular performance reviews and hold suppliers accountable.
- Identify improvement opportunities and implement corrective actions.
- Manage contract variations, extensions, and renewal processes.

12. Supplier Relationship Management

- Build and maintain strategic partnerships with key suppliers.
- Conduct supplier development programs and collaborative improvement initiatives.
- Manage dispute resolution and ensure constructive relationships.
- Foster innovation and value creation through supplier engagement.

13. Asset Management

- Maintain comprehensive asset registers and lifecycle management systems.
- Conduct regular asset audits and performance assessments.
- Develop asset replacement strategies and capital expenditure plans.
- Ensure optimal asset utilization and cost-effective maintenance.

CROSS-CUTTING RESPONSIBILITIES

- **Reporting:** Maintain a dashboard showing a full list of procurement transactions and procurement fulfillment cycle timelines.
- **Compliance:** Ensure full procedural compliance and implementation of audit recommendations.
- **Procurement Systems & Technology:** Implement and optimize e-procurement platforms, contract management systems, and digital tools
- **Stakeholder Engagement:** Build strong relationships with internal customers, executive leadership, and external partners
- **Sustainability/ESG/Ethics/Security:** Ensure procurement activities align with environmental, social, and governance standards; promote ethical sourcing and supply chain security
- **Risk Assessment / Mitigation:** Identify, assess, and mitigate procurement risks, including supply chain disruptions, compliance violations, and reputational risks.
- **Continuous Improvement:** Drive process optimization, cost reduction, and operational excellence initiatives
- **People & Skills:** Lead, mentor, and develop the procurement team; foster a culture of learning and professional development
- **Innovation:** Explore emerging procurement practices, technologies, and business models to enhance competitive advantage

MINIMUM QUALIFICATIONS AND EXPERIENCE

- Bachelor's degree in Procurement, Supply Chain Management, Business Administration, Finance, Accounting, or related field.
- Professional certification, such as CIPS, KISM, or equivalent, is required.
- Minimum of five (5) years' relevant procurement experience.
- Demonstrated experience managing tendering and sourcing processes.
- Knowledge of procurement regulations, contract management, and supplier performance management practices.

KEY COMPETENCIES AND SKILLS

- Strong analytical and negotiation skills
- Knowledge of procurement laws, policies, and governance practices
- High level of integrity, professionalism, and ethical conduct
- Strong stakeholder engagement and communication skills
- Proficiency in procurement systems and data analysis tools
- Ability to manage multiple procurement processes within deadlines

Interested candidates who meet the stated requirements can submit applications and a duly filled job application form (<https://www.spu.ac.ke/attachments/Vacancies/Job-Application-Form.pdf>) via the following address: recruit@spu.ac.ke

All applications should be submitted on or before Monday, 13th April 2026. Only shortlisted candidates will be contacted.

