



JOB DESCRIPTION

Job Title	Assistant Manager, Procurement & Supply Chain
Management Level	Level 4
Department	Procurement & Supply Chain Function
Reporting To	General Manager
Direct Reports	Officer, Procurement & Supply Chain; Assistant Officer, Stores & Inventory

Overall Purpose:

To manage the Club's procurement and supply chain operations, ensuring timely, transparent, competitive and cost-effective acquisition of goods and services, effective supplier management, appropriate inventory levels and compliance with approved procurement policies, ethical standards and internal controls.

Key Responsibilities

1) Procurement Planning and Management.

- Develop annual procurement plans in consultation with departments and in line with approved budgets and operational requirements.
- Establish and maintain effective procurement procedures, workflows and controls.
- Coordinate procurement activities to ensure approved requirements are processed in a timely and orderly manner.
- Monitor the procurement pipeline and address delays, bottlenecks and emerging requirements.

2) Sourcing and Supplier Management.

- Source, evaluate and maintain an appropriate pool of approved suppliers.
- Oversee requests for quotations, supplier evaluations, comparative analyses and procurement recommendations.
- Negotiate prices, terms, delivery arrangements and service levels within delegated authority.
- Promote competitive sourcing, transparency and value for money.

3) Purchasing and Contract Administration.

- Oversee purchase requisitions, purchase orders and LPOs in accordance with approved procedures.
- Monitor delivery of goods and services against agreed specifications, quantities, prices and timelines.
- Support contract administration, renewal monitoring and supplier-performance reviews.
- Coordinate with user departments to resolve procurement and delivery issues.

4) Inventory and Stores Management.

- Oversee receiving, storage, stock control and issuance processes.
- Ensure appropriate stock levels are maintained in accordance with operational requirements.



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- Monitor stock movements and identify shortages, excess stock, wastage and avoidable losses.
- Ensure physical stock and inventory records are appropriately reconciled and maintained.

5) Procurement Compliance and Controls

- Ensure procurement activities comply with approved Club procedures, delegated authority limits, ethical requirements and applicable law.
- Maintain appropriate segregation of duties and procurement controls.
- Identify control weaknesses and implement or recommend appropriate corrective measures.
- Promote ethical, transparent and accountable procurement practices.

6) Cost and Value Management

- Analyze procurement expenditure, pricing and sourcing options to identify opportunities for cost efficiency and value improvement.
- Promote competitive procurement and appropriate total-cost considerations.
- Monitor significant price variations and advise management on their implications.
- Ensure procurement decisions balance cost, quality, service, reliability and operational requirements.

7) Supplier Performance and Risk Management.

- Monitor supplier performance against quality, price, delivery and service requirements.
- Conduct supplier performance reviews and address recurring performance issues.
- Identify procurement and supply risks and implement appropriate mitigation measures.
- Escalate significant supplier, contractual or supply continuity risks to management.

8) Procurement Reporting and Analytics.

- Maintain accurate procurement, supplier and inventory records.
- Prepare procurement reports, expenditure analyses, supplier-performance reports and management information.
- Analyze procurement trends and provide information to support planning and decision-making.
- Ensure procurement records are complete, secure and readily retrievable.

9) Stakeholder and Internal Client Support.

- Advise departments on procurement procedures, sourcing options and procurement requirements.
- Coordinate with Finance on budget availability, invoice processing and payment documentation while maintaining the independence of the procurement function.
- Clarify procurement requirements with user departments and promote timely submission of complete specifications and documentation.
- Provide management with professional advice on procurement and supply chain matters.

10) Team Leadership and Development.

- Supervise Procurement & Stores staff and allocate work in accordance with priorities and



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responsibilities.

- Monitor staff performance, productivity and compliance with established procedures.
- Provide coaching and guidance and identify relevant training and development needs.
- Promote teamwork, accountability, professionalism and continuous improvement
- Perform other duties as directed by the Supervisor.

Key Measures of Performance

Key Result Area	Key Performance Indicator
Procurement Planning and Management	Approved procurement requirements processed in accordance with plans, priorities and agreed timelines
Sourcing and Supplier Management	Competitive and appropriate sourcing undertaken in accordance with approved requirements
Purchasing and Contract Administration	Purchase orders, LPOs and contractual procurement activities processed accurately and monitored through completion
Inventory and Stores Management	Required stock is available while excessive stockholding, wastage and avoidable losses are controlled
Procurement Compliance and Controls	Procurement activities comply with approved procedures, delegated authority limits and applicable requirements
Cost and Value Management	Value for money achieved through effective sourcing, pricing and procurement decisions
Supplier Performance and Risk Management	Supplier quality, delivery, service and risk issues are effectively monitored and addressed
Procurement Reporting and Analytics	Procurement and inventory reports are accurate, complete and timely
Stakeholder and Internal Client Support	Departments receive timely, accurate and appropriate procurement guidance and support
Team Leadership and Development	Procurement and Stores activities are effectively coordinated and staff performance and development are appropriately managed

Minimum Qualifications & Experience

Requirement	Minimum Requirement
Academic Qualification	Bachelor's Degree in Procurement and Supply Chain Management, Purchasing and Supplies Management, Business Administration or a related field.
Professional Certification	CPSP-K or equivalent recognized professional procurement qualification and a member of KISM.
Professional Membership	Membership of the relevant professional procurement body in good standing.
Procurement Management	Comprehensive knowledge of procurement and supply chain management.



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Sourcing and Supplier Management	Knowledge of sourcing, supplier evaluation, negotiation and supplier-performance management.
Contract Management	Knowledge of contracts, purchase orders, LPOs and service-level arrangements.
Inventory Management	Knowledge of stock control, inventory planning and stores management.
Procurement Controls	Knowledge of procurement controls, approval limits, segregation of duties and ethical procurement.
Systems	Knowledge of ERP/procurement and inventory systems.
Regulatory Requirements	Knowledge of applicable Kenyan procurement, tax, regulatory and statutory requirements.
Cost Management	Knowledge of spend analysis, price evaluation and value-for-money principles.
Experience	Minimum 7 years' relevant experience in procurement and supply chain management, including at least 3 years in a supervisory or managerial role.

Key Relationships

Internal	
Contact	Nature of Interaction
General Manager	Reporting, procurement strategy and approval matters
Heads of Department	Procurement planning, requirements and specifications
Officer, Procurement & Supply Chain	Operational procurement management
Assistant Officer, Stores & Inventory	Inventory and stores oversight
Finance	Budget availability, invoices and payment documentation
Internal Audit	Procurement controls and audit matters
People & Culture	Staffing and development
All Departments	Procurement and supply requirements

External

Contact	Nature of Interaction
Suppliers	Sourcing, negotiation and supplier performance
Service Providers	Contracts and service delivery
Regulatory Bodies	Procurement and regulatory compliance where applicable
Professional Bodies	Professional standards and development



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Agreed and accepted by:

Job Holder Signature	_____ Date: _____
Line Manager Signature	_____ Date: _____
HR Manager Signature	_____ Date: _____
General Manager Signature	_____ Date: _____