



KENINDIA



Job Vacancy

The business seeks to fill the following vacancy:

Procurement Supervisor

Reporting to the Human Resource & Administration Manager

JOB PURPOSE

The Job Holder is responsible for leading and overseeing the company's procurement and supply chain activities to ensure efficiency, transparency, and value for money. The role involves evaluating and managing suppliers, negotiating contracts, and implementing procurement strategies that support organizational objectives while maintaining compliance with internal policies and regulatory requirements.

PRINCIPAL ACCOUNTABILITIES

A. Strategic Procurement Management

- Develop, implement, and continuously improve the company's procurement policies, procedures, and frameworks in line with the applicable regulations.
- Lead the end-to-end procurement process to ensure transparency, cost-effectiveness, and value optimization.
- Drive supplier performance management, ensuring reliable delivery, quality assurance, and cost efficiency.
- Conduct market analysis to identify potential vendors, assess market trends, and recommend sourcing strategies.
- Review and approve purchase requisitions and LPOs for accuracy and compliance with company standards.
- Lead cost-saving initiatives by identifying opportunities for consolidation, renegotiation, or process improvement.
- Prepare procurement budgets and forecasts aligned with organizational goals and business plans.

B. Tender and Contract Management

- Drive tendering process, including sourcing, bid evaluation, negotiation, and award recommendations, in collaboration with the Procurement Committee.
- Ensure strict adherence to corporate governance and compliance in all tendering and contracting activities.
- Negotiate and manage supplier contracts, ensuring compliance with agreed terms, performance standards, and service levels.
- Establish and monitor key supplier performance indicators to ensure continuous improvement

C. Procurement Governance and Administration

- Maintain robust documentation, databases, and filing systems to ensure audit readiness and regulatory compliance.
- Provide management with analytical reports on procurement trends, supplier performance, and budget utilization.

- Supervise and mentor junior procurement staff to enhance efficiency and professional growth.
- Oversee asset procurement, tagging, and inventory management, ensuring accurate recordkeeping in the asset register.
- Define and monitor optimal stock levels to support smooth operations and minimize stockouts or wastage.

KNOWLEDGE AND EXPERIENCE

Qualifications:

- Bachelor's degree in Procurement, Supply Chain Management, Logistics, or Contract Management.
- Professional certification: CIPS, APS-K, CPSP-K, or equivalent.
- Active membership in a recognized procurement professional body.

Experience:

- Minimum of 8 years' progressive experience in procurement, supply chain, or contract management, with at least 3 years in a supervisory or assistant managerial role.
- Experience in the insurance or financial services industry is a distinct advantage.

SKILLS AND COMPETENCIES

- Strong leadership, negotiation, and supplier management skills.
- Strategic planning and analytical thinking abilities.
- Proven ability to manage multiple priorities and meet deadlines.
- Excellent communication, presentation, and stakeholder management skills.
- High level of integrity, professionalism, and ethical conduct.
- Proficient in ERP/procurement systems and MS Office applications.

Strong problem-solving and decision-making capabilities

To apply, send your Curriculum vitae (CV) and cover letter to recruitment@kenindia.com and quote the job title on the subject of the e-mail by **4th December 2025 at 5:00pm.**

Your Stability, Our Priority