



VACANCY ANNOUNCEMENT

(Ref. No. NRS/595/012024)

BUSINESS SUPPORT OFFICER I (PROCUREMENT OFFICER)

The International Centre of Insect Physiology and Ecology (*icipe*) is a pan-African Centre of excellence in research for development and capacity building in insect science and its applications. The Centre's mission is to help alleviate poverty, ensure food and nutritional security, and improve the overall health status of people of the tropics. *icipe* achieves this goal by developing and extending management tools and strategies for harmful and useful arthropods while preserving the natural resource base. Since its establishment in 1970, *icipe* has become a significant contributor to science and innovation required to meet the health and food security challenges of sub-Saharan Africa. The Centre has achieved this status by developing alternative and environmentally friendly pest and vector management technologies and products that are effective, selective, non-polluting, non-resistance inducing, and affordable to resource-limited rural and urban communities. *icipe* is headquartered in Nairobi, Kenya, and has operations in more than 40 African countries as well as thriving partnerships with universities and research organisations across the world. Employing over 500 international and national staff, *icipe* also has approximately 150 graduate students who contribute to the Centre's research portfolio annually. For additional information, visit: www.icipe.org

Please also download *icipe*'s Vision and Strategy 2021–2025
<http://www.icipe.org/publications/corporate-publications/vision-and-strategy>

icipe seeks to recruit a **Business Support Officer I (Procurement Officer)** in the **Procurement Unit**. The position is tenable at the *icipe* Duduville Campus, Nairobi, Kenya. This is a two-year contract, renewable subject to continued position needs, funding for the position, and performance of the staff member. This is a nationally recruited position. A competitive compensation package will be offered to the right candidate. Only shortlisted candidates will be contacted.

Overall Purpose of the Job

The overall purpose of this position is to oversee the acquisition of goods, services, or works that the Centre requires to fulfill its operational needs.

Specific Duties and Responsibilities

- Obtain quotations for local purchases from the various *icipe* registered vendors.
- Conduct supplier evaluation and preparation of bid analysis of all items in the above categories of goods and services, for Total Cost of Ownership (TCO).
- Follow up with suppliers on any partially delivered goods to ensure timely delivery and purchase order matching and closure.
- Receive invoices from User Units for various contracted services, process and post the SRN online as per *icipe*'s Enterprise Resource Planning (ERP) requirements. Forward original documents to Finance for record keeping.

- Receive and inspect all goods and issue them to the respective users immediately upon delivery by the suppliers, ensuring proper certification and documentation of GRN as per the *icipe*'s Procurement Policy.
- Submit status reports to the Procurement Manager for all goods received within 24 hours (for *icipe* Duduville Campus supplies) and one to two weeks (for *icipe* Thomas Odhiambo Campus (ITOC) supplies – in consultation with the Station Manager).
- Submit **monthly status reports** to the Procurement Manager for review and action.
- Ensure processed and posted GRNs/SRNs are accurately and adequately captured in the Enterprise Resource Planning (ERP) system.
- Ensure all original invoices received are recorded in the relevant register and forwarded to the Creditor Accountant on time, for payment processing and record keeping.
- Keep a record of issues on delayed orders, partial deliveries, etc., for ease of monitoring vendor performance.
- Provide additional assistance when called upon to do so.

Requirements/Qualifications

- Bachelor's Degree in Purchasing and Supplies Management or related field.
- At least 2 years of experience in a comparable position.
- Basic Computer Skills including Microsoft Excel, PowerPoint, MS Office, or other database management Training from a recognised institution.
- Computer proficiency (Email, Internet, Word, Excel, Access, or other database management).
- Basic skills in supplier relationship management.
- Good written and oral communication skills.

Other Desirable Attributes

- Honesty and a high level of integrity.
- Ability to take initiative and responsibility.
- With the approval of the supervisor, will be responsible for making decisions for the job functions.
- Supervise activities that are mostly routine in the functional area.
- Ensure all assigned responsibilities are undertaken effectively and efficiently to ensure value for money for *icipe*.

Reporting

This position reports to the **Procurement Manager**.

HOW TO APPLY

Applications will be accepted up to 1st February 2024. Interested applicants should submit: (a) a confidential coverletter; (b) a detailed CV with names and addresses of 3 referees, including e-mail addresses; and (c) a statement illustrating suitability against the listed qualifications/competencies/abilities, and skills.

Candidates are required to apply online through: <http://recruit.icipe.org> or by Email: recruitment@icipe.org

icipe is an equal-opportunity employer. The Centre fosters a multicultural work environment that values gender equity, teamwork, and respect for diversity.