



OL PEJETA CONSERVANCY

VACANCY ANNOUNCEMENT

13th January 2025.

SUPPLY CHAIN OFFICER

The Organization

OI Pejeta Conservancy (“OI Pejeta”) is home to a key-one population of the *Critically Endangered* eastern black rhino, and to the last two northern white rhinos in the world. It is the only place in Kenya to see chimpanzees, in a sanctuary established to rehabilitate animals rescued from the black market. It has some of the highest predator densities in Kenya, and still manages a very successful livestock Programme. OI Pejeta also seeks to support the people living around its borders, to ensure wildlife conservation translates to better education, healthcare and infrastructure for the next generation of wildlife guardians.

We are seeking a high calibre, self-motivated and dedicated applicant to fill the position of **Supply Chain Officer**.

Role summary

Position: **Supply Chain Officer.**
Type: **Non - Unionisable.**
Reports to **Manager, Supply Chain.**
Department: **Shared Services - Supply Chain.**
Location: **OI Pejeta Conservancy, Nanyuki, Kenya.**
Closing Date: **Friday, 31st January 2025.**

Role Summary

The incumbent’s primary responsibility is to ensure that the organization’s supply chain runs smoothly and efficiently to support the conservation activities. This is achieved by ensuring that the organization has a reliable and efficient supply chain unit that supports its conservation activities, while also minimizing costs and ensuring compliance with relevant laws and regulations.

Responsibilities:

Under the management of and guidance by the Manager, Supply Chain;

1. Procurement: timely order processing, shipment tracking, status updates and ensuring that goods and services are delivered on time and within budget.
2. Inventory management: Collaborate with the Senior Stores Officer to ensure the daily operations of the supply chain are smoothly run through optimization of the Inventory levels. This includes; monitoring inventory levels, tracking usage, and ordering replenishments as necessary.
3. Transport and Logistics: Collaborate with the Shared services coordinator in ensuring that the transport and delivery of supplies and equipment to the organization’s field sites and other locations are successfully done within the allowable timelines. This includes arranging for transportation, managing customs clearance, and ensuring that goods are delivered in a timely and cost-effective manner.
4. Vendor management: Building and maintaining relationships with suppliers to ensure that the organization receives high-quality goods and services at competitive prices. Monitor supplier performance and share periodic reports to the Supply Chain Manager and the Head of Shared Services.
5. Cost control: Assist in ensuring that the organization’s supply chain activities are conducted in a cost-effective manner. This includes monitoring expenses, identifying cost-saving opportunities, and implementing measures to reduce costs wherever possible.
6. Compliance: Assist the Supply Chain Manager in ensuring that all supply chain activities are conducted in compliance with relevant laws and regulations. This includes monitoring compliance with ethical and environmental standards, as well as ensuring that all suppliers and contractors meet the organization’s standards.

7. Reporting: Generate and share periodic reports relating to the Supply Chain activities including; Requisitions and Purchasing order status updates, cost analysis, performance metrics and risk assessments.
8. Assist the Supply Chain Manager in developing and implementing key performance indicators (KPIs) to measure supply chain performance.
9. Identify any emerging issues and assist in the resolution of the supply chain bottlenecks in consultation with the supply chain Manager.
10. Any other duties as may arise from time to time.

Qualifications and Skills:

a) Qualification.

Bachelor's degree in Procurement, supply chain management, Business Administration, or a related field.

Must be a registered member of KISM with CIPS qualifications

b) Experience.

Minimum three years of experience in supply chain management, Procurement Management or any related field.

c) Skills.

- Excellent negotiation and influencing skills with the ability to communicate effectively with external stakeholders, such as vendors, suppliers, and logistics providers.
- Have experience of using ERP system, Infor Sun-systems or other related systems
- Results oriented with excellent problem-solving skills
- Detail oriented with excellent organizational, critical thinking and problem-solving skills
- Ability to manage a team and multiple programs concurrently
- Ability to thrive in a high paced, fast turnaround business
- Be positive, motivated, ambitious, and proactive, with a “can-do” attitude.
- Adaptable – ability to respond quickly to a shifting reality and adjust initiatives and priorities accordingly
- Great interpersonal, communication and collaboration skills

APPLICATION PROCESS

Interested and qualifying candidates should submit their CV and application letter only to jobs@olpejetaconservancy.org with the words “**SUPPLY CHAIN OFFICER**” on the email subject line so as to reach us no later than **Friday, 31st January 2025**.

OI Pejeta Conservancy is an equal opportunity employer. We encourage applications from individuals of all backgrounds who share our commitment to conservation and community empowerment

Shortlisting shall be done on a rolling basis, and only the shortlisted shall be contacted