



EMPLOYMENT OPPORTUNITIES AT PWANI UNIVERSITY

Pwani University a Premier University at the Coast situated in the beautiful scenic tourist resort town of Kilifi is an equal opportunity employer. The University's Mission is to generate, disseminate and apply knowledge while sustaining excellence in teaching, learning and research by molding students to international standards and encouraging and supporting members of staff to undertake research. The University invites applications from suitable qualified candidates to fill the position of **Procurement Clerk – on Locum Basis**

PROCUREMENT CLERK - LOCUM 2 POSITIONS: REF: PU/ADV/04/01/2025

REQUIREMENTS FOR THE POSITION OF PROCUREMENT CLERK - LOCUM

This is a temporary/short-term position available for three (3) to six (6) months

Academic Qualification

The candidate must have a Diploma in Supply Chain Management/Procurement/Purchasing Management

In addition, the candidate **must:**

Be a registered member of KISM (Kenya Institute of Supplies Management) or any relevant professional body

Experience

The candidate must have **one (1) year** of relevant work experience with proven integrity, honesty, independence, innovativeness and compliance to deadlines.

Responsibilities

Assist the Procurement Officer in implementing the procurement plan and disposal plan by;

- i. Drafting committee appointments, regret letters, notices, filling and organizing of procurement documents
- ii. Assisting in the procurement processes
- iii. Updating procurement proceedings/ reports on PPIP as required by law
- iv. Implementing and enforcement of Procurement and Stores regulations, policies systems and procedures within the procurement laws
- v. Scanning of various procurement documents dispatch of soft and hard copies to relevant destinations.
- vi. Taking minutes of departmental meetings
- vii. Assisting in the registration of suppliers process.
- viii. Perform any other duty and responsibility as may be assigned by the Supervisor.

Skills

The candidate must have the following: -

- Analytical skills
- Communication skills
- Computational skills
- Computer proficiency
- Interpersonal skills
- Organisational skills
- Report writing skills
- Team work skills

Interested applicants should submit **two (2) copies** of their application accompanied by a detailed Curriculum Vitae, providing details of age, marital status, academic and professional qualifications, work experience, present post and salary, email address, telephone, names, and contacts of three referees who are knowledgeable about the competence of the applicant, copies of relevant certificates and testimonials.

Applications and recommendations letters from referees should be addressed to:

**The Vice Chancellor
Pwani University
P. O Box 195-80108, Kilifi**

Pwani University is an equal opportunity employer, female candidates and persons living with disability are encouraged to apply. The latter should attach their National Council for Persons with Disability (NCPWD) Certificate.

The deadline for submitting applications is **Tuesday 4th February, 2025**. Applications received later than this date **will not be** considered.

Please Note: Only shortlisted candidates will be contacted. Canvassing will lead to automatic disqualification.

NO FEE

**PWANI UNIVERSITY DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT
PROCESS (APPLICATION, INTERVIEW MEETING, OR APPOINTMENT)**