



Procurement Specialist

Vacancy Advertisement

Business Unit	Finance & Procurement
Cadre	Management
Job Grade	G
Reporting Line	Head of Finance
Span of Control	Procurement Assistant, Store Keeper and Distribution Clerk



About Parapet Limited

Parapet Limited is the market leader in Commercial Cleaning, Facilities Management, and allied services across Eastern Africa. We pride ourselves on delivering modern, professional, environmentally friendly, and efficient solutions to commercial, industrial, and domestic clients who value excellence.

Role Overview

We seek to identify and bring on board an astute procurement professional whose overall responsibility will involve overseeing all purchasing and logistics activities so as to ensure that purchased items are both cost-efficient and of high quality and delivered on time across our networks. The Procurement Specialist's responsibilities will include coordinating procurement activities, maintaining positive supplier relations, evaluating supply options, approving purchases, maintaining accurate records, and ensuring purchased goods and services meet the company's ethical, environmental and quality standards.

Key Accountabilities

- ❑ **Procurement Policies**
Define and implement the procurement policy according to the group strategy. To ensure compliance with statutes and also various policy guidelines of Parapet limited.
- ❑ **Implement Effective Reporting Systems**
To maintain a complete and updated database and to manage identification, negotiation and selection of vendors/suppliers.
- ❑ **Cost Management & Optimisation**
 -  To support in coordination in the procurement & supply chain management function of all Parapet Limited's subsidiaries so that there is significant savings in the direct material cost.
 -  Manage the external spend of the Parapet group of companies. To work on cost reduction measures.



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- ❑ **Purchasing Function**
Responsible for the group purchases, the Procurement Specialist will interact with the Group Heads of the various departments to ensure on-time delivery and in accordance with expected quality specifications consistently.
- ❑ **Supplier Relationship**
Manage the relationships with the suppliers, negotiate and establish the contracts with the suppliers. Manage and follow up the approved vendor portfolio. Leverage the volumes and keep a unified interface towards suppliers.
- ❑ **Budgetary Management**
Provide budgetary information/KPI's to all business units to ensure understanding and client quotations accurately reflect operational costs.
- ❑ **Products & Materials Quality**
Define procurement objectives and oversee quality control throughout its life cycle. Secure full ownership of the material and services in all the subsidiaries including project stations in managing stocks control.
- ❑ **In Charge of Departmental Coordination**
Plan, execute, and finalise procurement projects in accordance with deadlines and within budget, acquiring resources and coordinating the efforts of team members and internal staff.
- ❑ **Management of The Procurement Function**
 - ✎ Provide effective leadership to the supply chain team and manage the team in the various roles so as to achieve cohesion and clarity which helps them fulfil the departmental mission.
 - ✎ Coordinate with the team the setting of specifications and the evaluation of the suppliers departments in order to deliver according to plan.

Key Qualifications and Requirements

Educational Background

- Bachelor's degree in Purchasing & Supplies Management or a related field from a recognized institution
- Master's degree in Procurement & Logistics or an MBA in Strategic Management is a strong advantage

Professional Experience

- Minimum of 5 years relevant experience, with at least 5 years in a similar senior role



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- Proven track record of achievement in previous procurement roles

Skills, Competencies and Technical Proficiencies

- Strong inventory management capabilities
- Proficiency in ERP systems for inventory control
- Excellent negotiation and problem-solving skills
- Exceptional organizational and planning abilities
- High standards of personal integrity and professionalism
- Strong communication skills—both oral and written
- Ability to work effectively with diverse teams across multiple countries
- Microsoft Office Suite proficiency
- Knowledge of international procurement and shipment processes
- Exposure to multi-country procurement operations

What We Offer

- A dynamic and supportive work environment
- Opportunities for professional growth within a market-leading company
- Commitment to sustainability and innovation in service delivery

Candidates whose experience and background match the specs above are encouraged to apply, attaching their CV and cover letter addressed to the **Human Resource Manager** at hr@theparapetgroup.com

Closing date for this position is 30th July 2025. Only shortlisted candidates will be contacted.