



Procurement Specialist

Vacancy Advertisement

Preamble:

Parapet Limited is the market leader in the Commercial Cleaning, Facilities Management and allied services space within the Eastern Africa region. We are committed to providing modern, professional, environmentally friendly and efficient services to the discerning commercial, industrial and domestic clientele who seek real value.

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

Primary Purpose of Role

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.

OPERATIONAL LINKS			
	Internal		External
1	Group CEO	1	All customers
2	Senior Management Team/Heads of Department	2	Debt Collection Agents
3	Accountant Receivables	3	Legal Counsel
4	Operations Managers	4	Credit Reference Bureau
PROFICIENCIES			
❑ Proficiency in Microsoft Office		❑ Proficiency in Microsoft excel	
❑ Experience with Sage system / or any other ERP Financial System		❑ Integrity	



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SKILLS, COMPETENCIES, QUALIFICATIONS, EDUCATION AND EXPERIENCE	
<input type="checkbox"/> A Degree in purchasing & supplies management or a related field from a recognized institution	<input type="checkbox"/> Minimum 8 years relevant experience in a recognized institution and 5 years in a similar position
<input type="checkbox"/> A Master's degree in procurement & logistics or MBA in strategic management from a recognized institution will be an added advantage	<input type="checkbox"/> Knowledge of an ERP System for purposes of Inventory Management
<input type="checkbox"/> Inventory Management Skills	<input type="checkbox"/> Excellent negotiation skills
<input type="checkbox"/> Ability to interact with a diverse group of people	<input type="checkbox"/> Good organization and planning skills
<input type="checkbox"/> Good problem-solving skills	<input type="checkbox"/> A member of a relevant professional body
<input type="checkbox"/> Professional certification in supply chain Management (Preferably CPIS)	<input type="checkbox"/> Should have exposure to multi country procurement activity, international procurement and shipment
<input type="checkbox"/> Track record of achievements in previous engagements	<input type="checkbox"/> Excellent oral and written communication skills

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@parapetcleaning.com
Closing date for this position is 15th February 2026. Only shortlisted candidates will be contacted.