

Job description

Job details	
Job title: Supply Chain & Procurement Officer	Line Manager title: Head of Supply Chain & Procurement
Grade:	Direct reports: Supply Chain & Procurement Assistant
Department: Supply Chain & Procurement	Location: Eldoret
Job summary	
To support the execution of procurement and supply chain activities across the Company ensuring timely, cost-effective, and compliant acquisition, movement, and management of materials, goods, and services. The role assists in tendering, purchasing, inventory control, supplier liaison, logistics coordination, and reporting. It ensures adherence to internal policies, statutory requirements, and ethical standards while supporting operational efficiency across the textile and garment manufacturing value chain. The position contributes directly to transparency, value-for-money, and smooth operational continuity in production and administrative functions.	
Roles and responsibilities	
1. Procurement Operations • Prepare and issue requests for quotations (RFQs), purchase orders (POs), and supplier correspondence in line with approved procedures. • Conduct market surveys to ensure competitive sourcing and price benchmarking. • Maintain an up-to-date supplier database and support prequalification and performance evaluation. • Verify accuracy of specifications, approvals, and budget allocations before processing procurement requests. • Support tendering and evaluation processes, ensuring fairness and compliance with company policies. • Liaise with suppliers to confirm delivery timelines and resolve discrepancies in documentation or supply. • Ensure procurement files are complete, auditable, and well-documented for internal and external reviews.	
2. Inventory & Materials Management • Monitor stock levels for raw materials, consumables, and spare parts to prevent stock-outs or overstocking. • Support regular stock counts, reconciliations, and reporting of variances. • Maintain accurate inventory records in ERP systems and coordinate with Stores and Production teams on material usage. • Assist in maintaining proper storage conditions, labeling, and documentation of materials. • Track movement of materials through the production cycle and flag slow-moving or obsolete items.	
3. Logistics & Distribution Support • Coordinate inbound and outbound logistics for raw materials and finished goods. • Liaise with transporters, clearing agents, and internal departments to ensure timely delivery and dispatch. • Verify shipping and customs documentation for imported goods and ensure compliance with AGOA, AfCFTA, and EAC trade protocols. • Maintain accurate records of shipments, deliveries, and fuel usage (where applicable). • Support planning of transport routes and scheduling to optimise efficiency and reduce costs.	
4. Supplier Relationship & Contract Management • Maintain regular communication with suppliers and service providers to ensure contract performance. • Track and report on supplier delivery timelines, quality, and adherence to service-level agreements (SLAs). • Assist in resolving supplier disputes, delays, or non-performance in liaison with the Head of Supply Chain.	

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- Support supplier audits, compliance checks, and capacity assessments as directed.
- Participate in initiatives that promote supplier development and local sourcing.

5. Risk, Compliance & Documentation

- Ensure adherence to procurement policies, approval hierarchies, and financial thresholds.
- Maintain audit-ready documentation for all procurement and logistics transactions.
- Ensure compliance with tax, environmental, and trade regulations in all sourcing activities.
- Support preparation of reports for Internal Audit, Risk, and Compliance functions.
- Participate in risk assessments and implementation of corrective or preventive actions.

6. Systems, Reporting & Continuous Improvement

- Maintain accurate data in ERP systems covering purchase orders, deliveries, and stock transactions.
- Generate periodic procurement, logistics, and inventory reports for management.
- Support automation and process improvement initiatives within the supply chain.
- Identify cost-saving opportunities, inefficiencies, or delays and propose solutions.

7. Stakeholder Coordination

- Collaborate closely with Production, Finance, Quality Assurance, and Engineering to align material availability with operational plans.
- Ensure communication flow between departments on procurement status and delivery timelines.
- Provide feedback to requestors on order progress, supplier performance, and constraints.

Academic and professional qualifications

- Bachelor's degree in Supply Chain Management, Procurement, Logistics, Business Administration, or related field.
- Professional qualification such as CIPS, KISM, or equivalent (minimum Level 4).
- Minimum 4 years' experience in procurement and logistics, preferably in manufacturing, industrial, or textile environments.
- Knowledge of ERP systems, procurement modules, and inventory management tools.
- Strong understanding of procurement law, sourcing principles, and supply chain best practices.
- Proficiency in MS Excel and analytical reporting.
- Membership in KISM or CIPS (mandatory for progression).

Technical skills and behavioural competencies

- Procurement & Supply Chain Expertise - Skilled in end-to-end sourcing, contracting, and logistics coordination.
- Analytical & Cost Awareness - Ability to evaluate quotations, supplier data, and cost efficiency.
- ERP & Systems Proficiency - Strong understanding of digital procurement and inventory systems.
- Planning & Organisation - Effective in managing multiple tasks and meeting deadlines.
- Communication & Negotiation - Skilled in supplier and cross-functional engagement.
- Compliance & Ethics - Demonstrates integrity, fairness, and adherence to governance standards.
- Attention to Detail - Ensures accuracy in documentation and record-keeping.
- Teamwork & Collaboration - Works seamlessly with colleagues across departments.
- Continuous Improvement Mindset - Seeks opportunities for process simplification and efficiency gains.

Sign off

Job holder name:	Signature: _____	Date: _____
Line Manager name:	Signature: _____	Date: _____
Counter-signing Quality Assuror (CQA) name:	Signature: _____	Date: _____