1. PROCUREMENT OFFICER – CARBON PROJECT

Northern Rangelands Trust (NRT) is one of the most successful and impactful local conservation organization based at UNESCO World Heritage Site Lewa Wildlife Conservancy (https://www.lewa.org/). NRT is a membership organization owned and led by 45 community conservancies in Northern and Coastal Kenya, which together comprise 12% of Kenyan land area. NRT was established as a shared resource to help build and develop community conservancies, to enhance people’s lives, build peace, and conserve the natural environment.

The Northern Kenya Carbon Project is the world’s first large-scale grasslands soil carbon project. It is one of few large, landscape-level carbon removal ventures currently on the market. It is anticipated to remove and store 50 million tons of CO2 over 30 years – the equivalent of the annual emissions from over 10,000,000 cars. The sale of this sequestered carbon from community rangelands in northern Kenya will create additional and much needed income for the communities and enhance both community development and conservation efforts.

**Job Tittle:** Procurement Officer – Carbon project

**Department:** Operations

**Location:** NRT HQ

**Reports to:** Senior Procurement Officer

**Job Purpose:**

NRT are the project proponents for the carbon project and are responsible for administering it and representing the carbon rights for several participating conservancies. Accordingly, we are looking for qualified candidates to fill the above position.

Reporting to the Senior Procurement Officer, the **Procurement Officer** will be responsible for managing the procurement process for goods and services, from identifying organizational needs to vendor selection, negotiation, contracting and delivery. The role will also ensure that procurement activities are efficient, cost effective and in compliance with organizational policies and applicable statutory regulations.

**Key roles/Responsibilities:**

- Ensuring strict compliance with the procurement policy and other donor requirements in procurement of works, goods and services (consultancy) ensuring value for money of all procurement transactions.
- Preparing and maintaining updated procurement plan.
- Maintaining updated list of prequalified suppliers/supplier data base (contacts, emails, directors, TCC, Bank details).
- Ensuring effective coordination, preparation and implementation of procurement plans.
- Receiving and reviewing conservancy requisitions and support conservancies to send out request for quotation (RFQs) to suppliers.
- Support conservancies with analyzing the quotations from suppliers and issue LPOs in compliance with the procurement policy.
- Following up with conservancies to ensure suppliers deliver the correct goods and services as per the LPO/Contract on timely basis.
- Ensuring that all procurement have comparison quotes/price analysis and justification/recommendation done based on pricing and prior costs in line with policy.
- Maintaining procurement files and tracking purchasing activity to ensure that purchases records
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are updated accordingly.
• Regularly updating the requesting conservancies on their status of their request for planning purposes in case of delays or when actuals are beyond the budget.
• Negotiating on the best deal on goods and services with vendors/suppliers.
• Training Staff/new staff on the Procurement policy guidelines.
• Offering secretarial support to the procurement team.
• Resolving any discrepancies with the suppliers’ statements and giving feedback on a monthly basis.
• Ensuring efficiency and effective delivery of goods/services ordered.
• Preparing and submitting to Operations Director a monthly, quarterly and annual reports and tracking progress for all types of procurement based on requests/work plan.
• Performing any other duties as may be assigned to you from time to time by your immediate supervisor.

Desired Skills and Qualifications:

Academic & Professional Qualifications:
• Bachelor’s Degree in Supply Chain Management, Procurement, Business Management/Administration, or any other relevant field.
• Professional certification in procurement of supply chain management.
• A member of Kenya Institute of Supplies Management (KISM) in good standing.

Experience required:
• Minimum of 3 years’ experience in Procurement, purchasing, or supply chain management.
• Experience in procurement software is highly desirable.

Technical & Behavioral competences:
• Strong negotiation and contract management skills.
• Proficiency in data analysis and financial acumen.
• Knowledge of procurement regulations and compliance requirements.
• Excellent communication and interpersonal skills.
• Strong organizational and problem-solving skills
• Ability to work independently and as part of team.

How to apply:
Interested and qualified candidates are required to submit their application including a cover letter, detailed Curriculum Vitae highlighting relevant experience, academic and professional certificates, testimonials, a daytime telephone contact, email address, and names of three professional referees to reach us by close of business on Friday, 21st June 2024 to: recruit@nrt-kenya.org.

Northern Rangelands is an equal opportunity employer and Women, youth, People living with disability, the marginalized and the minorities are encouraged to apply.

Only shortlisted candidates will be contacted.