



JOB VACANCY ANNOUNCEMENT – 10/07/2025
PROCUREMENT MANAGER
JOB REFERENCE: NYANDAWAS/CMT/003/2025

Nyandarua Water and Sanitation Company Limited, a private water utility company fully owned by the County Government of Nyandarua and with a mandate to provide water and sanitation services in Nyandarua County is seeking to recruit a self-driven individual for the position of **Procurement Manager**.

Reporting to the **Managing Director**, the successful candidate will be responsible for:

Key Responsibilities

- i. **Identify and Evaluate Suppliers**
Source and assess suppliers based on quality, pricing, delivery capabilities, and reliability.
- ii. **Negotiate Contracts and Pricing**
Negotiate terms, conditions, and pricing to ensure favorable agreements for the organization.
- iii. **Maintain Supplier Relationships**
Build and manage strong relationships with key suppliers to ensure long-term partnerships and reliable service.
- iv. **Oversee Purchase Orders**
Approve and monitor purchase orders to ensure timely procurement and delivery of goods and services.
- v. **Manage Procurement Budget**
Control and track procurement expenditures to stay within budget and identify cost-saving opportunities.
- vi. **Monitor Market Trends**
Analyze market trends and price fluctuations to make informed purchasing decisions and forecasts.
- vii. **Ensure Compliance with Policies**
Enforce company procurement policies and ensure compliance with legal and regulatory standards.
- viii. **Develop and Implement Procurement Strategies**
Create strategic sourcing plans aligned with organizational goals.
- ix. **Evaluate Supplier Performance**
Continuously assess supplier performance and take corrective actions when necessary.
- x. **Resolve Supplier Issues**
Handle disputes or issues with suppliers, such as delays, quality concerns, or contract violations.
- xi. **Coordinate with Internal Departments**
Work closely with other departments (e.g., finance, operations, logistics) to understand and meet their procurement needs.

- xii. **Manage Inventory Levels**
Collaborate with inventory and warehouse teams to maintain optimal stock levels and avoid shortages or overstocking.
- xiii. **Oversee Logistics and Delivery**
Coordinate with logistics teams to ensure timely and efficient delivery of goods.
- xiv. **Implement and Manage Procurement Systems**
Use procurement software or ERP systems to streamline operations and maintain accurate records.
- xv. **Analyze Procurement Data**
Collect and analyze procurement-related data to identify trends, improve processes, and support decision-making.
- xvi. **Develop Procurement Policies and Procedures**
Establish and regularly update procurement policies and standard operating procedures.
- xvii. **Manage Vendor Risks**
Identify and mitigate risks related to supplier reliability, geopolitical factors, and compliance.
- xviii. **Train and Supervise Procurement Staff**
Lead, mentor, and evaluate procurement team members to build a high-performing team.
- xix. **Support Sustainability and Ethical Sourcing**
Promote environmentally and socially responsible sourcing practices.
- xx. **Prepare Reports and Presentations**
Provide regular updates and reports to senior management on procurement activities, performance, and cost savings

b) Job Requirements

- i. Bachelor's degree in Procurement, Supply Chain Management or a related field.
- ii. Minimum of at least 3 years work experience in procurement
- iii. An active member of KISM or CIPS with good standing;
- iv. Successful Candidate must Meet the requirements of chapter six of the Constitution of Kenya 2010 which includes:
 - a) Certificate of Good Conduct from the Directorate of Criminal Investigations;
 - b) Clearance Certificate from the Higher Education Loans Board;
 - c) Tax Compliance Certificate from the Kenya Revenue Authority;
 - d) Clearance from the Ethics and Anti-Corruption Commission; and
 - e) Report from an Approved Credit Reference Bureau.

Key Skills

- Strong negotiation and communication skills.
- Analytical thinking and attention to detail.
- Financial and cost management skills.
- Knowledge of procurement regulations, compliance, and ethical sourcing.
- Ability to manage multiple projects and deadlines.
- Leadership and team management abilities.
- Proficiency in Microsoft Office (Excel, Word, PowerPoint) and ERP procurement modules.

- Knowledge of Public Procurement and Asset Disposal Act (PPADA) 2015

TERMS OF EMPLOYMENT

The appointment will be for a fixed contract term of **3 YEARS** renewable subject to satisfactory performance evidenced by continuous achievement of performance targets.

APPLICATION INSTRUCTIONS

Application packages in a sealed envelope which include a cover letter, detailed CV and certified copies of certificates and testimonials should be sent by post or courier to: -

**The Managing Director
Nyandarua Water and Sanitation Company,
P.O. Box 164- 20300,
Nyahururu.**

In addition to the Hard copy of the application, a soft copy should be sent to recruitment@nyandaruawater.co.ke before the expiry of the closing date (25th July 2025, 17:00 Hours) with the VACANCY NUMBER as the email subject.

Note:

- The Vacancy number should be clearly marked on the left top corner of the outer envelope of the application package.
- Only shortlisted candidates will be contacted.
- Canvassing in any way will lead to automatic disqualification.
- Include your current gross remuneration on the cover letter.

CLOSING DATE: (25th July 2025, 17:00 Hours)