

KAIRUKI UNIVERSITY



VACANCY ADVERTISEMENT

Applications are invited from suitably qualified and experienced Tanzanians to fill the position of **Supplies Officer** at Kairuki University (KU).

Summary Description:

Responsible for purchase of goods or services that meet the quantity and quality expectations of the institution and maintains the inventory of supplies.

Duties and Responsibilities:

1. Collecting, analyzing, and summarizing data and trends on purchases.
2. Preparation of unit budget reports, find suppliers, process orders, and inspects products on delivery.
3. Responsible for fixed asset management and stocktaking exercise.
4. Verifying purchase requisitions by comparing items requested to master list; clarifying unclear items; recommending alternatives.
5. Preparing purchase orders by verifying specifications and price; obtaining recommendations from suppliers for substitute items; obtaining approval from requisitioning department.
6. Authorizing payment for purchases by forwarding receiving documentation.
7. Sending orders to suppliers; monitoring and expediting orders for items to be purchased.
8. Verifying receipt of items by comparing items received to items ordered.
9. Keeping information accessible by sorting and filing documents.
10. Acts as the Secretary to the Tender Board Committee.
11. Performing any other duties as assigned by the Supervisor.

Requirements:

High standard of written communication skills and interpersonal skills, including proven capacity to communicate with a range of stakeholders in a multidisciplinary environment.

Qualifications and Experience:

Holder of University bachelor's degree in any of the following fields: - Materials Management or Procurement and Logistics/Management Science or equivalent qualification with three (3) years relevant working experience in similar position and possess a Supplies Professional qualification - CSP (T), IPS (UK) or CPSP (T).

Application Procedure:

Interested and qualified applicants for the above position are requested to submit an application letter, curriculum vitae, and attach copies of their certificates to: hram@ku.ac.tz by **4th October 2024.**

*The advert can be accessed from the Kairuki University website:
www.ku.ac.tz*