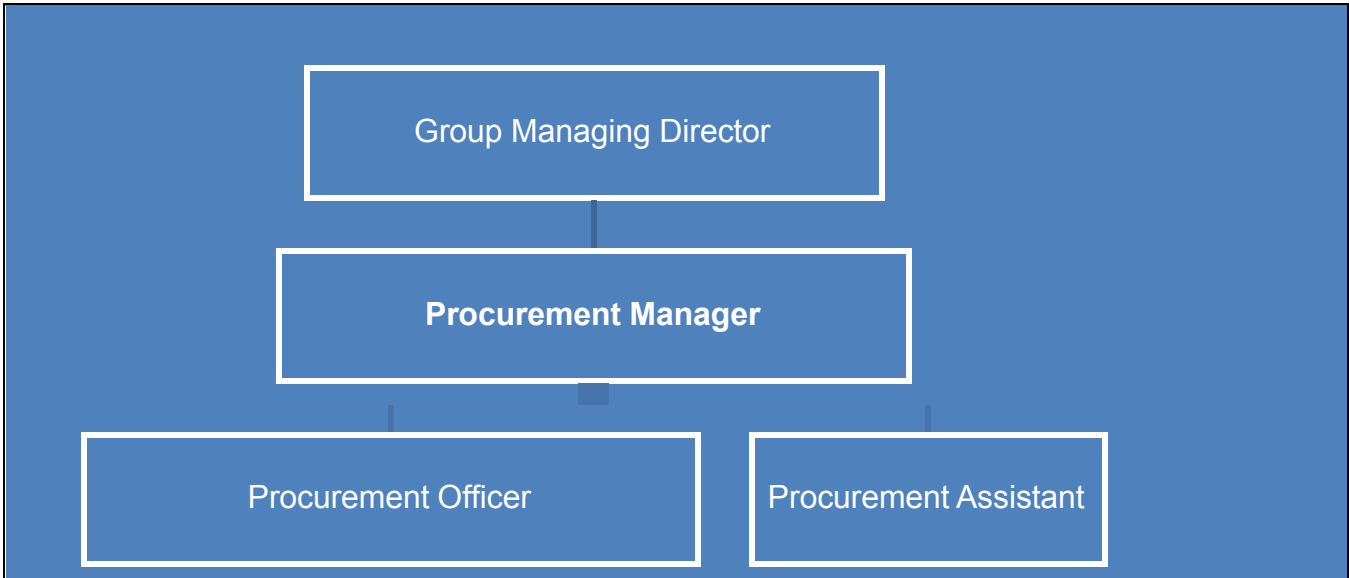


CPF Financial Services Limited	
Job Dimensions	
Job Title: Procurement Manager	Supervisor Title: Group Managing Director
Department: Procurement	
Overall Responsibility	
<p>The jobholder is responsible for managing the Group's procurement function; coordinating the overall procurement of goods, works and services and be at the forefront regarding the implementation and development of procurement strategies. S/he is responsible for providing efficient, quality and cost effective management of procurement services so as to ensure business operations continue uninterrupted.</p>	
Key Responsibilities	
<ul style="list-style-type: none"> • Responsible for the development and implementation of the procurement plan to ensure all procured goods, works or services are within the approved budget. • Responsible for the interpretation and implementation of procurement laws, rules and regulations to ensure compliance. • Responsible for defining and managing key supplier relationships to deliver breakthrough performance in cost, service and quality, including technical input to negotiations on strategically significant contracts. • Responsible for the review and approval of tender documents. • Prepare procurement training programs for the consultancy department. • Implement the audit recommendations relating to the procurement process. • Responsible for the update of the procurement manual. • Organise and manage the available human capital within the department through training, development and proper positioning to ensure optimal productivity and high value services to internal and external customers by leveraging on synergies and good communication. • Prepare Bid documents for the holding and subsidiary companies for purposes of securing Business 	
Staff Responsibility	



Qualification and Experience Requirements

- Master’s degree in Business Administration or a business related field
- A bachelor’s degree in a business related field.
- CIPS qualification or a member of Kenya Institute of Supplies Management

Skills and Competence Requirements

- Solid understanding of procurement laws and practices
- Proficiency in ICT
- Good communication skills
- People management skills
- Interpersonal relationship skills
- Initiative ability.

SIGNATURES

Name of jobholder(s):	Signature(s):	Date:
Name of supervisor:	Signature(s):	Date: