



**Job Ref. No.**                **JLIL143**

**Position:**                    **Senior Procurement Officer**

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Jubilee Insurance was established in August 1937, as the first locally incorporated Insurance Company based in Mombasa. Jubilee Insurance has spread its sphere of influence throughout the region to become the largest Composite insurer in East Africa, handling Life, Pensions, General and Medical Insurance. Today, Jubilee is the number one insurer in East Africa with over 450,000 clients. Jubilee Insurance has a network of offices in Kenya, Uganda, Tanzania, Burundi and Mauritius. It is the only ISO certified insurance group listed on the three East Africa stock exchanges – The Nairobi Securities Exchange (NSE), Dar es Salaam Stock Exchange and Uganda Securities Exchange. Its regional offices are highly rated on leadership, quality and risk management and have been awarded an AA- in Kenya and Uganda, and an A+ in Tanzania. For more information, visit [www.JubileeInsurance.com](http://www.JubileeInsurance.com).

We currently have an exciting career opportunity for **Senior Procurement Officer** within **Jubilee Life Insurance Limited**. The position holder will report to the **Senior Manager – Procurement** and will be based at Head Office in Nairobi.

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### **Role Purpose**

The role holder is responsible for overseeing and managing the procurement process within the life insurance company, ensuring the acquisition of goods and services is conducted efficiently, cost-effectively, and in compliance with internal policies and regulatory requirements. This role plays a critical part in supporting the company's operations and optimizing procurement activities, under the guidance of the Senior Manager – Procurement.

### **Main Responsibilities**

1. Procurement Strategy: Participate in the preparation of the annual procurement plan. Ensure the procurement strategy is aligned with the company's objectives, including defining sourcing approaches, supplier selection criteria, and cost-saving initiatives.
2. Supplier Management: Identify, evaluate, and select suppliers based on quality, pricing, delivery, and other relevant criteria. Maintain strong relationships with key suppliers, monitor their performance, and address any issues or concerns.
3. Contract Negotiation: Negotiate and finalize contracts with suppliers, ensuring favorable terms and conditions that mitigate risks, protect the company's interests, and comply with regulatory requirements.
4. Purchase Requisition Processing: Review and approve purchase requisitions, ensuring accuracy, adherence to budgetary guidelines, and compliance with procurement policies and procedures.
5. Purchase Order Management: Generate and manage purchase orders, track deliveries, resolve discrepancies, and ensure timely receipt of goods and services.
6. Cost Control: Monitor and control procurement costs, identify opportunities for cost savings, and implement strategies to optimize procurement spend.
7. Compliance and Risk Management: Ensure compliance with internal policies, legal requirements, and ethical standards in all procurement activities. Conduct risk assessments and implement appropriate measures to mitigate procurement-related risks.
8. Supplier Performance Evaluation: Establish key performance indicators (KPIs) and conduct regular supplier performance evaluations to drive continuous improvement and maintain a high level of supplier performance.
9. Process Improvement: Continuously review and enhance procurement processes, systems, and procedures to increase efficiency, streamline workflows, and improve overall procurement operations.
10. Reporting and Analysis: Prepare and present reports on procurement activities, including spend analysis, cost savings, supplier performance, and compliance metrics.
11. Preparation and/or endorsement of the tender strategy proposal, bids opening, bids evaluation, asset disposal, and order award proposals, including communication of results from bids and undertaking negotiations where required.

12. Organize travel logistics as per the company travel policy.
13. Manage the coordination of the disposal of obsolete goods.

### **Key Competencies**

1. Strategic Thinking: Ability to develop and execute procurement strategies aligned with business goals.
2. Negotiation Skills: Proficiency in negotiating contracts, terms, and pricing with suppliers.
3. Supplier Relationship Management: Strong relationship-building and communication skills to foster productive partnerships with suppliers.
4. Analytical Thinking: Capacity to analyze data, identify trends, and make data-driven decisions to optimize procurement activities.
5. Attention to Detail: Thoroughness in reviewing contracts, purchase orders, and other procurement-related documents to ensure accuracy and compliance.
6. Problem Solving: Ability to identify and address procurement-related challenges and find effective solutions.
7. Financial Acumen: Understanding of financial principles and cost analysis to control procurement spend and identify cost-saving opportunities.
8. Stakeholder Management: Excellent interpersonal skills to collaborate with internal stakeholders across various departments and levels.

### **Qualifications**

1. Bachelor's degree in Supply Chain Management, Finance, Business Administration or any other related field.
2. IT proficiency (especially excellent command in MS Word, Excel, PowerPoint and Outlook)
3. Professional certifications in Procurement (e.g., CIPS, CPSM) would be an added advantage.

### **Relevant Experience**

1. At least 4-6 years' experience in a similar role.

**If you are qualified and seeking an exciting new challenge,  
Please apply via [Recruitment@jubileekenya.com](mailto:Recruitment@jubileekenya.com) quoting the Job Reference Number and  
Position by 12<sup>th</sup> June 2023.  
Only shortlisted candidates will be contacted.**