

<b>Attachment 1:</b>	<b>Job Description</b>
<b>Title of Position:</b>	<b>Procurement Intern</b>
Date of job description:	5 <sup>th</sup> August, 2025
Reporting to:	Procurement Officer I
<b>Job Summary:</b> Working closely with the Procurement Officer, the Procurement Intern takes the responsibility for the administration, procurement and logistics management functions of the organization	
<b>Roles and responsibilities</b>	
<b>Procurement Support</b> <ul style="list-style-type: none"> <li>Assist in preparing purchase requests and ensuring all supporting documentation is attached.</li> <li>Support in the preparation of purchase orders in line with the approved requisitions and procurement procedures.</li> <li>Assist in following up with suppliers to confirm delivery timelines and order status.</li> <li>Assist in maintaining the supplier database and support in updating vendor records.</li> <li>Assist in sorting and distribution of monthly supplies to the DICs.</li> </ul> <b>Logistics &amp; Administration</b> <ul style="list-style-type: none"> <li>Assist in travel and logistical arrangements for meetings, workshops and staff travel.</li> <li>Coordinate basic administrative support functions within the office.</li> <li>Assist in switchboard operations.</li> </ul> <b>Asset Management</b> <ul style="list-style-type: none"> <li>Support tagging and recording of assets in the asset register.</li> <li>Assist in stock taking and verifying inventory levels in store.</li> </ul> <b>Compliance</b> <ul style="list-style-type: none"> <li>Assist in ensuring Compliance with procurement procedures as per procurement policy and donor requirements.</li> <li>Assist in basic compliance checks, such as confirming supplier documentation.</li> </ul> <b>Store Management</b> <ul style="list-style-type: none"> <li>Assist in maintaining neat and tidy store.</li> <li>Assist in maintaining proper inventory levels and ensuring stocking.</li> <li>Assist in receiving and issuing of supplies and maintaining records.</li> <li>Assist in ensuring the correctness in the quality, quantity, specifications, condition of the goods received from suppliers.</li> </ul> <b>Reporting</b> <ul style="list-style-type: none"> <li>To assist in preparation of monthly reports detailing purchases, donations &amp; issues items.</li> <li>Performs other duties as assigned.</li> </ul>	



## Specific Requirements

### Qualifications

- Degree /Diploma in Procurement and Supplies Chain management.

### Competencies

- Proficient with Microsoft Office - Excel & Outlook a must.
- Good interpersonal and communication skills.
- Good organization skills and attention to detail.
- Ability to be resourceful and proactive in dealing with issues that may arise.
- Ability to organize, multitask, prioritize, and work under pressure.
- Ability to take initiative and be proactive; tactful and able to work with minimum supervision.
- Ability to make sound decisions based on assessment of information available.
- High personal integrity and confidentiality.
- Ability to prioritize work according to importance and deadlines whilst meeting conflicting work demands.



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