



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



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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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