



AFRICAN INSTITUTE FOR HEALTH & DEVELOPMENT

"Working with communities for better lives through evidence-based programming"

Terms of Reference for a Procurement Intern

- **Job Type** Full Time (Internship)
- **Qualification** Degree level
- **Experience** 1 year
- **Location** Nairobi
- **Job Field** Procurement

Position: Procurement Intern

Organization background: The African Institute for Health and Development (AIHD) is a non-profit, Non-Governmental Organization (NGO) established in June 2004 in Nairobi, Kenya by a group of accomplished African researchers and academicians. The Institute mainly focuses on implementing evidence-based programmes and conducting research, training and advocacy on health and development issues that are contextually relevant to Kenya and the African continent. While implementing its programmes, AIHD works with in partnership with the National and County Governments in Kenya, and in collaboration with local, national, regional, and international partners. The Institute is involved in policy formulation on key development issues such as poverty alleviation, gender mainstreaming, health promotion, Non-Communicable Diseases (NCDs), Neglected Tropical Diseases (NTDs), social protection, among others. Over the years, the AIHD has acquired experience and expertise to improve well-being of individuals, communities, the nation, and region at large. To this end, the Institute has implemented programmes in several African countries including but not limited to, Kenya, Ghana, Uganda, Ethiopia, Tanzania, and Zambia.

Job Summary: The AIHD is looking for a procurement intern to provide support to the procurement committee by conducting procurement activities for the organization. The procurement intern will work under the procurement department. S/he should be able to think creatively and have excellent communication and interpersonal skills, be confident in your public speaking and project management abilities.

Duties and responsibilities

1. Assist in the selection of appropriate suppliers and contractors, to promote good procurement practice with due regard to sustainability, ethical purchasing standards and costing.
2. Draft an appropriate service level agreement to properly evaluate the performance of suppliers.
3. Work with programs team and other departments to determine procurement needs, quality and delivery requirements.

4. Responsible for order placement, timing, supply / demand alignment, material replenishment and supplier performance.
5. Review and analyse all vendors/suppliers, supply, and price options.
6. Monitor, evaluate and improve supplier performance, according to an appropriate Service Level Agreement, on a continuous basis.
7. Control and monitor expenses against approved budgets
8. Price and payment terms negotiation, optimization and management.
9. Maintain contracts with vendors.
10. Review inventory and update as required.
11. Receive, inspect, distribute and keep track of orders.
12. Reconcile or resolve order discrepancies with supplies.

Required Skills and Qualifications:

- Must be a holder of a degree in procurement, logistics or related field from a recognized university.
- Ability to function optimally in sophisticated and high-pressure work environment, set appropriate priorities and deal successfully with numerous simultaneous demands at short notice.
- Excellent written and verbal communication skills.
- Computer literate with capability in email, MS office, infographics and related business and communication tools.
- Familiar with NGO working environments and standard procedures.
- Experience working with a diverse portfolio of donors and knowledge of specific donor guidelines.
- Significant ability to work in a fast-paced environment and to adapt work plans flexibly.
- Creativity and problem-solving aptitude.

How to Apply: Interested and qualified candidates are invited to submit their application letter and detailed C.V. with addresses of three referees via email to info@aihdint.org not later than **7th June 2024 by 1700hrs**. Only shortlisted candidates will be contacted.

AIHD provides equal employment opportunities to all employees and applicants for employment. It prohibits discrimination and harassment of any type without regard to gender, ethnic group, marital status, disability status, political and religion ideology.