



Muthaiga Golf Club is a premier golf club located in Nairobi. Muthaiga Golf Club is a private, member-owned, corporate and family oriented Club that is committed to providing a premier club experience to its members, families and guests by providing them with a serene environment, world class facilities and exemplary membership services to enrich the pleasure of golf, dining, social and other sporting activities. The club prides itself as the home of golf and strives to maintain its age old tradition of fostering excellence.

Our vision is to be the premier club of choice for members who want great golf and recreational experiences as well as a high quality, family and social atmosphere. The club boasts of an international standard 18-Hole Championship Golf Course.

**Job Title: Procurement Manager**

**Location: Nairobi**

**Work Type: Full Time**

### **1. Overall Purpose:**

The main purpose of this job is to ensure the club has adequate supplies of the right quality, cost and timely delivery of goods as well as ensure good working relationship with user departments, suppliers and contractors.

The jobholder is also charged with the day-to-day implementation of the procurement policy and procedures under the guidance of the Finance Manager by administering the procurement processes in accordance with the approved policy and procedures.

### **2. Key Responsibilities**

- Getting goods and services for the best price and value
- Cutting any waste and unnecessary costs to create a streamlined process and fast production times
- Working with suppliers to ensure that key processes are running efficiently and cost-effectively
- Building strong working relationships both internally and with key suppliers
- Contract management and negotiation
- Understanding and keeping up with new trends and regulations in the business
- Dealing with international suppliers
- Understanding technology and managing online systems such as e-auctions and e-tendering
- Assist in the selection of appropriate suppliers and contractors.
- Negotiate with suppliers to ensure the Club gets value for money.
- Monitor contractor performance, recommending contract modifications when necessary.
- Maintain knowledge of all organizational and governmental rules affecting purchases, and provide information about these rules to the Club staff and vendors.
- Prepare periodic reports in good time as directed.



## **MUTHAIGA GOLF CLUB**

### **3. Knowledge, Skills and Abilities:**

#### **(a) Level of Education:**

- Bachelor's degree in a Business field
- Professional qualification in purchasing and supplies
- Microsoft Office Proficiency
- Knowledge of Procurement and Contract Law

#### **(b) Competencies:-**

- • Good planning and organization skills
- • Analytical and presentation skills
- • Integrity, confidentiality and objectivity
- • Business savvy

#### **(c) Job experience:**

At least 2 years' work experience in a similar role in a busy commercial environment.

### **4. To Apply**

If you meet the outlined requirements please send your application, including a cover letter, current Curriculum Vitae with telephone contacts of 3 referees and testimonials quoting the job title on the email [careers@muthaigagolfclub.com](mailto:careers@muthaigagolfclub.com), subject (**PROCUREMENT MANAGER**) before 14<sup>th</sup> April 2018.

Please note that ONLY candidates short-listed for interview will be contacted  
We do not charge any fee for receiving your CV or for interviewing.

### **5. More Information**

For more information about Muthaiga Golf Club, its values and working principles, please visit the Muthaiga Golf Club Website (<http://www.muthaigagolfclub.com>.)