



Deutsche Schule Nairobi
German School Nairobi

GERMAN SCHOOL NAIROBI – PROCUREMENT AND FACILITY INTERN

1. Role Details:

Role Title: Procurement and Facility Intern	Department or Function: School
Role Reports to: Head of Administration & Facility Manager	Location: German School, Nairobi
Job Capacity: 40 hours per week	Current Job Holder: Vacant

ROLE PURPOSE & ACCOUNTABILITIES

We are seeking a **Procurement Officer and Facility Intern** to oversee purchasing activities and ensure that purchased items are both cost efficient and of high quality. Facility Assistant duties as required from time to time. **The Roles and Responsibilities are outlined as below:**

- Overseeing all activities that are related to purchases
- Preparing plans for the purchase of equipment, services and supplies
- Following and enforcing the school's procurement policies and procedures
- Reviewing, comparing analysing and approving products and services to be purchases
- Managing inventories and maintaining accurate purchase and pricing records
- Maintaining and updating supplier information
- Maintaining good supplier relations and negotiating contracts
- Researching and evaluating prospective suppliers
- Preparing budgets, cost analyses and reports
- Assisting Facility Manager with the supervisory support of onsite works as and when required

Qualifications

- KCSE or equivalent High School Certificate with a mean grade of B and above
- Degree in Accounting, Business Management or a related field
- At least 1-2 years of work experience in a similar role
- Excellent oral and communication skills
- Competent level of computer literacy especially Microsoft Office
- Ability to manage processes and maintain accurate records
- Must have good organizational skills so as to handle work in an efficient and timely manner
- Ability to work independently and maintain flexibility in working hours
- Ability to coordinate tasks to meet deadlines
- Must have good interpersonal skills

We are an equal opportunity employer

German School Nairobi is proud to be an affirmative action / equal opportunity employer. All qualified applicants will receive consideration without regard to race, creed, gender, marital status, sexual orientation, citizenship status, colour, religion, national origin, age, disability, or any other status protected under local, laws.

SALARY AND BENEFITS OFFERED

- An interesting working environment
- Intern Stipend
- Potentially extendable three month contract

APPLICATION PROCEDURE AND CONTACT PERSON

Your application, accompanied by a Curriculum Vitae, ID Card, copies of certificates and references of former employers should be submitted, to the attention of the Human Resource Manager, no later **30th August, 2022** via email to: applications@germanschool.co.ke