

Assistant Procurement Officer

Position Title: Assistant Procurement Officer

Application Deadline: 20th May 2026.

About ENAF

Echo Network Africa Foundation (ENAF) is a Pan African philanthropic institution that empowers and advocates for girls and women in Africa, focusing on marginalized groups. Its 2023-2027 Strategic Plan aims to expand successful programs from Kenya to other countries, with the Kenya Country Office managing implementation while ENAF oversees resource mobilization.

Job Summary

ENAF is seeking a detail-oriented and organized Assistant Procurement Officer to join our team in Nairobi. This role is essential for ensuring the efficiency of our supply chain by monitoring inventory, sourcing goods, and maintaining impeccable records.

Key Responsibilities

- Issue and raise utilities and stationeries requisitions
- Analyse quotations and raise local purchase orders in liaison with the procurement officer.
- Ensure safe storage of received supplies
- Assist in data entry of local purchase orders in the procurement module
- Assist in quarterly physical stock take in liaison with the Procurement officer, internal auditor and accountant
- Assist in tracking of LPO's and contracts and ensure timely delivery of goods in liaison with the procurement officer
- Assist in receiving, storage and issuing of goods.
- Maintain accurate procurement records.

Qualifications

- **Education:** Diploma in Supply Chain Management / Purchasing and Supplies.
- **Professional Qualification:** Apsk level 2
- **Experience:** One-year experience in a procurement and supply chain.

Application Guidelines

Interested candidates who meet the criteria above are encouraged to send their application letters and detailed CVs on the [recruitment portal](#):

<https://erecruitment.enafoundation.org/Home/PublicJobDetails?requestid=ERQ00005>.

The CVs should include the contact details of three referees. Only shortlisted candidates will be contacted.

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