



<https://jobs.eagmark.net/job/procurement-intern/>

## Description

The United Nations World Food Programme is the world's largest humanitarian agency fighting hunger worldwide. The mission of WFP is to help the world achieve Zero Hunger in our lifetimes. Every day, WFP works worldwide to ensure that no child goes to bed hungry and that the poorest and most vulnerable, particularly women and children, can access the nutritious food they need.

The Internship Programme is a learning opportunity aimed at attracting young and talented candidates. The programme will provide the successful candidates with the opportunity to put into practice and implement their learned and academic knowledge in a field related to the work of WFP.

This will promote better understanding of WFP Kenya mandate and programmes. Similarly, the programme will provide WFP with qualified individuals specializing in relevant fields in line with WFP's Strategic Objectives and the UN Sustainable Development Goals.

WFP's activities include food assistance for relief, school feeding, safety nets, nutrition, and food assistance for assets creation through provision of in-kind and cash-based transfers. You will be part of an efficient and dynamic team that effectively support in the implementation of WFP's country strategic plan for Kenya.

## JOB PURPOSE

The Procurement unit would like to harness the business-oriented analysis skills to better achieve its strategic goals of being agile, being reliable & cost efficient, supporting quality & safety, and strengthening national capacities & markets. With the intern on board we look forward to promote end-to-end visibility on procurement function, and leverage advanced analytics and optimization tools.

Under the direct supervision of the Procurement Officer, the incumbent will be provided with close mentoring, guidance and technical supervision. Performance planning and reviews as well as learning and development discussions will be elemental part of the supervision.

## Responsibilities

The tasks to be assigned to the intern include but are not limited to:

## Procurement Intern

### Hiring organization

World Food Program (WFP)

### Employment Type

Full-time, Intern

### Duration of employment

8 Months

### Industry

Humanitarian

Agriculture

& &

### Job Location

Nairobi, Kenya

### Valid through

04.06.2023

- Support on purchase requisitions and data analysis on prices and other key data points
- Ensure that data pipelines are robust and remain healthy to sustain automated analyses
- Support on collation and design of traceability template for deployment in local/regional procurement data collection
- Support progress against project milestones to ensure timely completion of project deliverables
- Leverage optimisation to enhance Procurement unit performance by way of system and process improvements
- Be proactive in liaising with the different FOs to collate analyse and present, in a timely manner, data for various reporting requirements
- Produce dashboards to support the work of Procurement unit
- Any other tasks required to support Procurement operations
- Be a proactive listener to Procurement unit challenges and propose relevant analytical support.

## **Qualifications**

### **STANDARD MINIMUM QUALIFICATIONS**

- Currently enrolled in university with at least two years undergraduate studies completed, or recently graduated (within the last 6 months) pursuing a graduate programme in Procurement, or a related field
- Currently enrolled or recent graduate of an advanced university degree (Masters or equivalent) highly regarded
- Fluent in English (both oral and written) is a must
- Good knowledge of Database; Good knowledge of Office 365

### **ADDITIONAL SKILLS/REQUIREMENTS**

- Effective organizational, interpersonal and communication skills
- Ability to work with minimum supervision
- Highly numerate with an innate ability to analyze & interpret data quickly, & recommend improvements,
- Knowledge on Procurement management
- Flexibility and ability to work with deadlines under — sometimes — stressful conditions,
- Ability to work both individually and in a team as appropriate,

## **Job Benefits**

## **TRAINING COMPONENTS**

The intern will receive training on the below;

1. In depth global market intelligence reporting in pre-agreed format, on a monthly (or otherwise advised basis) covering concern goods & services with commentary on observed trends.
2. Timely collation, analysis and presentation of requisite country data on a monthly or otherwise advised periodic basis.
3. Continuous review of traceability template with recommendations for review to make it more suitable for purpose.

Interns receive a monthly stipend from WFP depending on the duty station of assignment.

**APPLY NOW**