

# Exciting career opportunity



## Senior Procurement Advisor

**Department:** Advisory

**Supervisor:** Reports to a Manager

KPMG is a global organization of independent professional services firms providing Audit, Tax and Advisory services. Our purpose is to inspire confidence and empower change. KPMG has a notable Africa Footprint serving clients across the continent. Our East Africa practice comprises Kenya, Uganda, Tanzania, and Rwanda. The Nairobi office serves as the regional coordinating office providing the required networking to facilitate delivery of services on a timely basis to meet and exceed our clients' expectations.

KPMG's International Development Advisory Services (IDAS) adopts a pan-African approach to development work and our services are tailored to deliver solutions to the challenges facing the continent and our clients' sectoral and thematic priorities. IDAS has a proven track record managing complex programmes that blend public and private capital to achieve development impact in various sectors including Health and Human Services, Renewable Energy, Climate Change and the Environment, Youth, MSMEs and Entrepreneurship, Agribusiness, Trade and Investment, Social Development and Inclusion, Governance and Public Financial Management, Inclusive and Innovative Finance.

We are currently looking for a Senior Procurement Advisor to join our team in the International Development Advisory Services unit. The role will be based in Kampala, Uganda but would require occasional travel across the country and the region.

### Job summary

The role shall entail performing tasks within the Advisory Unit commensurate with your level of expertise, and in accordance with KPMG methodologies, policies and procedures.

### Key responsibilities

- Offer high quality, professional day-to-day execution of Procurement Advisory engagements and any special projects

- Build strong relationships with clients and proactively identify opportunities to provide services to them
- Translate client needs into coherent proposals and agree on service delivery terms
- Participate in procurement management reviews including reviewing clients' business processes, assessing the design and operating effectiveness, and assessing compliance to regulatory requirements
- Communicate procurement related policies, practices, process improvements, etc. to all respective personnel
- Participate in other non-Advisory assignments where skills are considered beneficial
- Plan assignments/tasks and deliver to meet client expectations in a manner consistent with KPMG's quality and performance standards
- Maintain good relationships with clients
- Identify areas for self-development and obtain new knowledge and skills to enhance client services
- Take responsibility and accountability for the work and performance of self, recognizing the efforts and contributions made by other team members
- Learn about the latest trends in KPMG's business and apply this knowledge in working on different projects
- Demonstrate awareness of the broad range of KPMG service offerings by sharing and applying knowledge of KPMG's services and processes
- Demonstrate awareness of KPMG's risk management practices and standards and adhere to these as appropriate
- Ensure adequate and timely planning and delivery of work, including thorough documentation
- Compile and complete project engagement reports within the agreed time frames upon completion of each engagement
- Complete engagements within the budgeted timeframe and ensure that any budget overruns are recovered and communicated on a timely basis

### **Educational Requirements (Minimum)**

- Hold a bachelor's degree in procurement and supply chain management or a business-related course (Commerce, Accounting, Finance, Business Administration, Economics, Statistics etc.) (minimum of a second upper degree) from a recognized University.
- Have attained full CIPS qualification
- Possession of a Masters Degree is an added advantage

### **Related Job Experience**

- At least five years' experience working in a busy organisation with procurement responsibility ranging from sourcing to contract management.
- Experience as a procurement consultant for both public and private sector is an added advantage.
- Must be conversant with basic computer packages e.g Microsoft word, Microsoft excel, Power Point, etc.

### **Other attributes: Level and nature of other skills and behaviors relevant for this job**

- Ability to travel and work on assignments in the East African region and beyond
- Ability to adapt methodologies and techniques to unique circumstances
- Excellent report writing skills
- Well-developed investigative and problem-solving abilities
- Excellent analytical skills

- Team player with the ability to work under pressure and deal effectively with individuals at all levels
- Good interpersonal skills
- Good oral and written communication skills
- Business development and entrepreneurial skills

### **What we offer**

- An exciting opportunity to work with a Big 4 firm on cutting edge development programmes across Africa and the Globe.
- Continuous learning and development.
- Exposure to multi-disciplinary client service teams.
- Unrivalled space to grow and be innovative.

**If your career aspirations match this exciting opportunity, please use the link below to apply:**

[Application Form-Senior Procurement Advisor](#) and forward your application letter CV and copies of your academic documents quoting 'Senior – Procurement Advisor to UG-FMTalentRecruit@kpmg.com by 23rd August 2023.

Please note that only shortlisted candidates will be contacted.