



## TECHNICAL UNIVERSITY OF MOMBASA ENTERPRISES LIMITED (TUMEL)

### INTERNSHIP PROGRAM

The objective of the Technical University of Mombasa Enterprises Limited (TUMEL) Internship Program is to provide young adults with the opportunity to gain skills that can be applied to future jobs, obtain real workplace experience, and build a professional network among others.

S/N	Position	Vacancy No.	No. of Posts
1	Internship Program - Procurement	TUMEL/HR&ADM/PROC./INTERN/17/09/2024	1

### Reporting to Procurement Officer

The Intern is responsible for supporting the procurement department and coordinating the day-to-day procurement operations. The ideal candidate should not have benefited from a similar internship program or been exposed to work experience related to their area of study since graduating.

### Key Responsibilities:

- Identification of needs from user departments through weekly standard requisition and categorizing requests into discrete groups of similar products.
- Keeping a detailed and organized stock control management system for auditing purposes.
- Conduct market research to identify potential suppliers suitable to fulfilling our requirement
- Inviting and analyzing negotiated quotations through submission of Standard quote comparison
- Raising purchase orders to respective suppliers based on the user department's requirements and following up with the accounts team regarding payment.
- Coordinating delivery of goods within specified lead time with suppliers by confirming PO, Delivery note, and invoice match quality and specifications before acceptance of goods
- Ensure safe custody of procurement-related documents such as invoices and delivery notes for purposes of reference, supplier dispute, and reconciliation of accounts.

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- Represent the interest of the company in all supplier negotiations, ensure the company gets the best deals that project the best value for money, setup and manage supplier contracts.
- Carry out other duties and responsibilities as may be assigned from time to time by your immediate supervisor or other persons in authority.

**Professional Requirements and Eligibility**

- A Degree/Diploma in Procurement and Supplies Management from a recognized Institution or its equivalent.
- Registered with a relevant professional body with Good Standing (KISM)
- Good working knowledge with Microsoft Excell
- Be a Kenyan citizen not over the age of 35 years
- Be an unemployed graduate from a recognized training institution who has completed a relevant diploma/degree course in the last 24 months or less.
- Not have exited from formal employment.

**Personal Attributes**

- Highest Integrity
- Ability to get on well with a diverse workforce.
- Good Knowledge in the professional field of specialization
- Good communication skills
- Ability to take instructions

**Skills & Attitudes**

- Good knowledge of the Employment Laws of Kenya
- Planning, organizing and coordinating skills
- Good communication & negotiation skills
- Team works and people management skills
- Report writing skills
- Ethics and Integrity

TUMEL Grade	Consolidated Salary Range	Contract Duration
4	10,000/-	1-year non- renewable

**NOTE:**

- If you are successful and required to take up the position, it will be mandatory for you to provide Chapter Six requirements for you to be employed.
- Only shortlisted and successful candidates shall be contacted. Any form of canvassing either directly or indirectly shall lead to automatic disqualification.
- The Authority **WILL NOT** offer employment after completion of the internship Program.



### **How to Apply**

Application letters accompanied by copies of a National Identity Card, a CV, relevant certificates, and testimonials may be submitted in soft copy to email: [applications@tumel.co.ke](mailto:applications@tumel.co.ke) or in hard copy and submitted to the office of the **Human Resource and Administrative Officer not later than 30<sup>th</sup> September 2024 by 5:00 pm.**

The Application should be addressed to:

**Human Resource and Administrative Officer**

**Technical University of Mombasa Enterprises Limited (TUMEL)**

**P.O BOX 90420 – 80100**

**Mombasa.**

TUMEL is an equal-opportunity employer and is committed to diversity and gender equality.

Women, marginalized, and minority groups are encouraged to apply.

