



INTERNSHIP OPPORTUNITY

The Law Society of Kenya is a Premier Bar Association with membership of all Advocates in Kenya.

The Society is offering a 6 months' Internship opportunity in the Procurement Department, where the candidate will gain valuable experience as well as develop suitable skills that will provide them with an advantage in the job market.

Key Duties and Responsibilities

- Assist with store issuance;
- Assist with preparation of stock reconciliation reports;
- Assist with maintaining and archiving records of procurement and asset disposal proceedings;
- Assist with compiling, collating data for the procurement plan in line with the User departmental workplans and the approved budget;
- Assist with preparation of evaluation reports;
- Assist with consolidating, compiling and evaluating procurement requirements from the User departments;
- Assist with invoice verification and payment processing;
- Assist with preparation of purchase orders;
- Assist with expediting procurement orders;
- Assist with conducting supplier appraisal;
- Assist managing re-order levels to avoid out of stock scenarios;
- Assist with preparation of solicitation documents;
- Assist with management of database for preferred suppliers;
- Assist with conducting conjoint analysis;
- Perform any other duties as may be assigned from time to time by the management.

Qualifications and Skills

For appointment of this position, a person must have:

- Bachelor's degree in Business Administration, Procurement and Logistics, Supply Chain Management, Commerce, Economics or related discipline;
- Proficiency in computer applications;

Competency and Skills

- Strong communication skills
- Good analytical skills

- Problem solving
- Professionalism

N/B:

Only shortlisted candidates will be contacted and shall be required to present original certificates and testimonials. Job specifications and job description can be accessed via the Society website www.lsk.or.ke

To apply for the Internship, kindly send your application attaching a detailed *Curriculum Vitae* (C.V) with three (3) referees, copies of certificates and testimonials, to reach our offices on or before **1st November, 2023** at **5pm**.

Interested applicants are required to submit their applications in soft copy to recruitment@lsk.or.ke All applications to be clearly addressed to:

Secretary/CEO
Law Society of Kenya
Lavington, Opp. Valley Arcade, Gitanga Road
P.O. Box 72219-00200
NAIROBI