



## ADVERTISEMENT: VACANT POSITION

The Law Society of Kenya (LSK) is a Premier Bar Association with membership of all advocates in Kenya. The Society seeks to recruit suitable candidate for the following vacant position to enhance its service delivery;

| S/No. | POSITION                  | DEPARTMENT             | JOB GRADE | POST |
|-------|---------------------------|------------------------|-----------|------|
| 1.    | ASSISTANT PROGRAM OFFICER | PROCUREMENT DEPARTMENT | LSK-4     | 1    |

### Job Purpose:

The Procurement Department is mandated to provide professional guidance on all procurement and asset disposal matters in accordance with the Procurement Policy and Procedure Manual and the established industry standard operating procedures. The department plays a central role in supporting the Society's operations by ensuring the timely and compliant acquisition of goods, works, and services.

### Key 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 co-joint analysis;
- Any other duties as may be assigned by the supervisor.

### Qualifications & Skills

- Bachelor's degree in Supply Chain Management, Commerce (Supplies Management option), Procurement and logistics or any other relevant qualification from a recognized institution;

- Proficiency in computer applications.
- Dynamic, self-motivated with excellent interpersonal skills;
- Planning & organizing skills
- High degree of professional ethics and personal integrity; and
- Excellent analytical writing, oral presentation, organizational and computer skills.
- At least 2 years of relevant past experience
- Must be a holder of CPSP or CIPS Level II certification
- Must be a member of KISM or any other recognized relevant professional body in good standing

**How to apply:**

If you possess the necessary qualifications and experience, please apply not later than Wednesday 7<sup>th</sup> January 2026.

Applications should be submitted through e-mail [recruitment@lsk.or.ke](mailto:recruitment@lsk.or.ke) quoting the job title on the subject. All the documents(Cover Letter, CV and credentials) should be in a single PDF file.

LSK is an equal opportunity employer, women and persons who are abled differently are encouraged to apply.

Only shortlisted candidates will be contacted.

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