# Intern Activity Description

<table>
<thead>
<tr>
<th>Intern Role</th>
<th>Procurement &amp; Logistics Intern</th>
<th>Country</th>
<th>Kenya</th>
</tr>
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<tbody>
<tr>
<td>Division</td>
<td>Global Programs</td>
<td>City/Town</td>
<td>Nairobi</td>
</tr>
<tr>
<td>Team</td>
<td>FHF Kenya</td>
<td>Award Level</td>
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<tr>
<td>Incumbent Name</td>
<td>Beryl Ogalo</td>
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## Role Summary

Assist in ensuring that there is value for money in all procurement and logistics activities. Ensure that the right goods are delivered in the right quality, at the right price and place, at the right time and form.

## Key Contact

Procurement and Logistics Manager.

## Direct Reports

None

## Key Internal Relationships

Programs team and Operations team

## Key External Relationships

Vendors/Service providers

## Core Internship Tasks

- Receive Intent to purchase from requesters and ensure they are fully approved.
- Assist in the solicitation of quotations, proposals, and tendering process.
- Assist with analysing quotations received.
- Assist in managing vendor database.
- Assist with sending communications to vendors including Local Purchase Orders.
- Support the implementation, monitoring and reporting of the annual Procurement Plan, monitor progress and assist to make suggestions for overcoming bottlenecks.
- Assist with the preparation of documents and implementation of the document/file management system.
- Assist with asset inventory management.
- Implement best practices throughout the procurement cycle.
- Participating in team meeting.
- Assist in the preparation of reports.
- Other related initiatives and activities.

## Volunteer Requirements

### Qualifications & Experience

**Essential:**
- Degree in Procurement and Logistics Management.

**Desirable:**
- Basic knowledge of procurement cycle.
- A person willing to learn.
- Energetic and with the drive.

### Skills & Attributes

**Essential:**
- Communication skills
- Organization skills.
- Interpersonal skills

**Desirable:**
- Problem solving skills