

Job Advert – September 2026

- **Do you want to do work that really matters? Help us end avoidable blindness.**
- **Internship based in Nairobi, Kenya.**
- **Closing Date: Friday, 4th September 2026**

ABOUT THE FRED HOLLOWES FOUNDATION

The Fred Hollows Foundation is an international development organisation working to prevent blindness and restore sight. We continue to carry on the legacy of Professor Fred Hollows, who believed every person had the right to quality eye care, no matter where they live. The Foundation is known around the world as an organisation that works with purpose and determination. With a reputation for excellence, we are well known for making change happen.

The Foundation has grown to work in more than 25+ countries throughout Africa, South Asia, Southeast Asia, the Middle East and the Pacific, as well as Australia. The Foundation has restored sight to more than 3 million people worldwide. We have an ambitious five-year strategic plan that aims to take us even closer to realising our vision of a world in which no person is needlessly blind, or vision impaired and Indigenous Australians exercise their right to sight and good health. To find out more about our work, please visit our website <https://www.hollows.org>

OPPORTUNITY

You will be reporting to the Procurement & Operations Manager and supporting the Fred Hollows Foundation Kenya Procurement & Operations department with procurement and logistics tasks while gaining hands on experience.

KEY RESPONSIBILITIES

- 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 communication 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 meetings.
- Assist in the preparation of reports.
- Any other duty that may be assigned from time to time by your line manager.

WHAT YOU'LL NEED TO SUCCEED

- Bachelor's degree in Procurement/ Logistics
- Proficient in Ms Office Suite, MS Excel and MS Word.
- Basic understanding of Procurement cycle
- A team player who is ready to learn new concepts.

- A self-starter with resilience, pace, interpersonal flexibility, ready succeed within an evolving and sometimes demanding culture.
- Time management skills including the ability to prioritize and multi-task work.
- Excellent command of English (both written and spoken).

APPLICATIONS

Applications should be made via the Apply button, and you should include your resume and cover letter. Please address your cover letter to the Talent Acquisition Team.

Applications Close: Friday, 4th September 2026

The Fred Hollows Foundation is committed to protecting the rights of children and community partners in all areas where we work. Applicants are advised that The Foundation reserves the right to conduct police checks, academic and professional certificates verification checks and other screening procedures to ensure we maintain and promote a child safe environment.

Please be advised:

1. Fred Hollows Foundation will never ask for a fee during any stage of the recruitment process.
2. All active roles are advertised directly on our website [here](#).
3. Please note we will not be accepting CVs via agencies for this role.