

CATEGORY SPECIALIST – PROCUREMENT: P20/2026

REPORTING TO: SENIOR MANAGER PROCUREMENT.

Job Purpose:

The Category Specialist - Procurement is responsible for supporting the Bank's strategic sourcing and category management activities through the effective procurement of goods, services, and works. The role is responsible for delivering value through cost optimization, supplier performance management, contract governance, risk mitigation, and adherence to procurement policies, regulatory requirements, and banking industry best practices.

The incumbent will act as a trusted business partner to internal stakeholders, ensuring procurement solutions support operational efficiency, business growth, regulatory compliance, and achievement of the Bank's strategic objectives.

Key Responsibilities:

Strategic Sourcing & Category Management

- Support the development and execution of category sourcing strategies aligned to business needs and procurement objectives.
- Conduct market intelligence, supplier analysis, and spend assessments to identify sourcing opportunities and cost optimization initiatives.
- Lead and coordinate sourcing activities including RFIs, RFQs, RFPs, e-auctions, and tendering processes.
- Prepare sourcing recommendations, evaluation reports, and commercial assessments for approval.
- Support supplier negotiations to secure optimum commercial, service, and contractual terms.

Supplier Relationship & Performance Management

- Manage supplier relationships within assigned categories to ensure consistent service delivery and value realization.
- Monitor supplier performance against agreed service level agreements (SLAs), key performance indicators (KPIs), and contractual obligations.
- Coordinate supplier performance reviews and implement corrective action plans where necessary.
- Support supplier development initiatives and continuous improvement programs.

Third-Party Risk & Governance

- Conduct supplier due diligence and onboarding activities in line with Bank policies and regulatory requirements.
- Support third-party risk assessments covering financial, operational, information security, business continuity, ESG, and reputational risks.
- Ensure procurement activities comply with internal policies, delegated authority limits, and applicable regulatory requirements.
- Maintain complete procurement records, audit trails, and governance documentation.

Contract Management

- Support contract drafting, review, administration, renewal, and closure processes.
- Track contract obligations, expiry dates, and performance milestones.
- Ensure suppliers meet contractual commitments and agreed service levels.
- Collaborate with Legal, Risk, Information Security, and Business Units during contract negotiations and reviews.

Stakeholder Management

- Partner with business units to understand procurement requirements and develop appropriate sourcing approaches.
- Provide procurement advisory support to stakeholders on policy compliance and sourcing best practices.
- Facilitate cross-functional evaluations involving Procurement, Finance, Risk, Legal, Operations, Technology, and business stakeholders.
- Promote procurement best practices across the organization.

Operational Procurement Excellence

- Process procurement requests and purchase orders in accordance with approved procurement plans and budgets.
- Ensure accurate and timely procurement reporting and management information.
- Monitor procurement cycle times and identify process improvement opportunities.
- Support the implementation and optimization of procurement systems and digital procurement initiatives.

Cost & Value Optimization

- Identify, deliver, and track cost savings, cost avoidance, and value enhancement opportunities.
- Support annual procurement savings targets and strategic sourcing initiatives.
- Contribute towards continuous process improvement and operational efficiency programs across the Bank.

Academic Qualifications

- Bachelor's Degree in Procurement & Supply Chain Management, Commerce, Business Administration, Finance, Economics, Law, Engineering, Information Technology, or a related field from a recognized institution.

Professional Qualifications

Mandatory

- Professional qualification in Procurement and Supply Chain Management.
- Registered member of the Kenya Institute of Supplies Management (KISM) in good standing.

Preferred

- CIPS Level 4 or above.
- MCIPS certification will be an added advantage.
- Additional certification in Contract Management, Supplier Relationship Management, Project Management, Risk Management, or ESG will be an added advantage.

Experience Requirements

- Minimum of **4 years' relevant experience** in procurement, strategic sourcing, category management, or supply chain management.
- Experience within the banking, financial services, telecommunications, insurance, or other highly regulated sectors will be an added advantage.
- Demonstrated experience managing end-to-end sourcing activities including RFQs, RFPs, tenders, negotiations, and contract management.
- Proven experience delivering measurable cost savings, cost avoidance, or value creation initiatives.
- Experience in supplier relationship management and supplier performance monitoring.
- Working knowledge of procurement governance, audit requirements, and third-party risk management processes.
- Experience using ERP, e-Procurement, Source-to-Pay (S2P), or Procure-to-Pay (P2P) platforms.

Key Competencies

Technical Competencies

- Strategic Sourcing
- Category Management
- Contract Management
- Supplier Relationship Management
- Commercial Negotiation
- Procurement Analytics
- Supplier Risk Management
- Spend Analysis
- Regulatory Compliance
- Financial Acumen
- ERP and Procurement Systems

Behavioral Competencies

- Integrity and Professional Ethics
- Strong Analytical Skills
- Results Orientation
- Stakeholder Management
- Influencing and Negotiation Skills
- Attention to Detail
- Business Acumen
- Problem Solving
- Effective Communication Skills
- Collaboration and Teamwork

Success Measures (KPIs)

- Cost savings and cost avoidance achieved.
- Procurement cycle time performance.
- Supplier performance and compliance ratings.
- Procurement policy compliance levels.
- Timely contract renewals and contract governance.
- Audit findings closure rate.
- Stakeholder satisfaction scores.
- Third-party risk compliance metrics.
- Procurement spend under management.

All applicants must submit their applications through recruitment@familybank.co.ke quoting the reference **P20/2026** on or before **15 September 2026**.

Canvassing will lead to automatic disqualification. Only shortlisted candidates will be contacted.

“We are an equal opportunity employer”