



**Vendor and Supplier Relationship Management
Supply Chain Unit
Nairobi, Kenya**

BRIEF DESCRIPTION OF THE DIVISION

The United Nations World Food Programme is the leading humanitarian organization saving lives and changing lives, delivering food assistance in emergencies, and working with communities to improve nutrition and build resilience by assisting almost 100 million people in around 83 countries each year. WFP's efforts focus on emergency assistance, relief and rehabilitation, development aid and special operations. Two-thirds of WFP's work is in conflict-affected countries, where people are three times more likely to be undernourished than those living in countries without conflict. About 17,000 people work for the organization, most of them in remote areas, directly serving the hungry poor. The WFP Regional Bureau for Eastern Africa (RBN) is based in Nairobi and provides strategic direction, technical guidance, resource mobilization and management support to WFP operations and activities in ten countries: Burundi, Djibouti, Eritrea, Ethiopia, Kenya, Rwanda, Somalia, Sudan, South Sudan and Uganda.

GENERAL INFORMATION

- **Number of available positions: 1**
- **Country of assignment: Kenya**
- **City of assignment: Nairobi**
- **Hiring Unit: Supply Chain**
- **Supervisor: Bamorou Ouattara**
- **Working arrangement: in person**
- **Duration of assignment: 6 months**
- **Expected Starting Date: September 2025**

DUTIES AND RESPONSIBILITIES

Duties and Responsibilities:

1. **Vendor Roster Management** – Assist in reviewing, updating, and maintaining the RBN Goods and Services vendor roster to ensure accuracy, compliance, and alignment with WFP guidelines.
2. **Market Research & Supplier Identification** – Conduct market analysis to identify potential suppliers and support in the evaluation and selection process.
3. **Supplier Performance & Contract Management** – Monitor supplier performance, support Long Term Agreement (LTA) reviews and renewals, and ensure compliance with contractual obligations.
4. **Data & Systems Management** – Maintain accurate supplier records, update Smart Sourcing, and ensure data integrity for procurement operations.
5. **Reporting & Analysis** – Collect, analyze, and present procurement data to support informed decision-making and enhance transparency in reporting.
6. **Support Procurement Operations** – Assist in executing procurement activities, such as reviewing purchase requests, Memos and Notes for Record drafting, ensuring timely, efficient, and compliant processes to support WFP operations.

STANDARD MINIMUM QUALIFICATIONS

- Be an undergraduate or master's student or a graduate.

- Excellent written and spoken English (proficiency/level C) is required. Knowledge of another official UN language (French, Spanish, Arabic, Chinese, Russian, and Portuguese) is an asset.
- Proficiency in computer applications and office software, e.g. MS Word, PowerPoint, Excel. Proficiency in ERPs (Enterprise Resource Planning), e.g., SAP and Coupa, will be preferred.

TRAINING COMPONENTS

- Throughout their assignment, WFP Fellows have access to **an industry-leading learning platform, WeLearn**. Depending on opportunities and availability of funds, he/she may participate in WFP workshops or seminars, as appropriate.
- **Access to WFP Procurement Manual & Guidelines** – Fellows will have access to the WFP Procurement Manual and related guidelines to familiarize themselves with procurement policies, procedures, and best practices.

LEARNING ELEMENTS

At the end of the assignment, the Fellow should:

1. **Understand Procurement & Vendor Management** – Gain knowledge of WFP procurement policies and compliance principles and support on the day-to-day procurement operations.
2. **Develop Market & Supplier Analysis Skills** – Conduct research to provide required market intelligence inputs as well as be able to apply the principles of vendor assessment and selection.
3. **Enhance Data & Systems Management Abilities** – Maintain up-to-date supplier records and utilize ERPs (Smart Sourcing/INTEND) and platforms (DOTS) to analyze procurement data.
4. **Supplier Relationship Management** – Monitor supplier performance and provide key inputs to inform supplier relationship management strategies across the various categories.

WFP LEADERSHIP FRAMEWORK

These are the common standards of behaviour that guide HOW we work together to accomplish our mission.



Different behaviour expectations are defined depending on the grade and role/responsibilities within WFP.

All employment decisions are made on the basis of organizational needs, job requirements, merit, and individual qualifications. WFP is committed to providing an inclusive work environment free of sexual exploitation and abuse, all forms of discrimination, any kind of harassment, sexual harassment, and abuse of authority. Therefore, all selected candidates will undergo rigorous reference and background checks. No appointment under any kind of contract will be offered to members of the UN Advisory Committee on Administrative and Budgetary Questions (ACABQ), International Civil Service Commission (ICSC), FAO Finance Committee, WFP External Auditor, WFP Audit Committee, Joint Inspection Unit (JIU) and other similar bodies within the United Nations system with oversight responsibilities over WFP, both during their service and within three years of ceasing that service.