

**EMPLOYMENT OPPORTUNITIES:  
AGENCY FOR CROSS-BORDER PASTORALISTS DEVELOPMENT (APaD) - KENYA**



**About the Agency for Cross-Border Pastoralists Development (APaD):**

The Agency for Cross-Border Pastoralists Development (APaD) is a Non-Governmental Organization duly registered by the Non-Governmental Organization (NGO) Board of Kenya. It has its Head Office in **Lodwar town and field offices in Kakuma and Lokiriama, Turkana County**. Founded and registered as a Community-Based Organization in 2002, APaD transitioned to an NGO in 2019. APaD envisions a community that is empowered, secure, dignified, and resilient. The organization implements its programs in pastoralist Arid and Semi-Arid Lands (ASALs) in Northern Kenya, with a particular focus on Turkana and West Pokot Counties; and across the international borderlands with Uganda, South Sudan, and Ethiopia (the IGAD's Karamoja Cluster).

To contribute to addressing issues plaguing the pastoralist communities within the IGAD's Karamoja Cluster, APaD implements programs in the following thematic areas of focus: Peacebuilding and Governance; Food Security and Livestock Development; Community Health and Nutrition; Climate Resilience and Natural Resource Management (NRM); Disaster Risk Reduction (DRR) and Humanitarian Response; Women and Youth Empowerment; Water, Sanitation and Hygiene (WASH); and, Research, Advocacy, and Policy Influence.

As part of its commitment to impactful and sustainable change, APaD employs **a comprehensive set of programmatic approaches** that integrate peacebuilding, development, and humanitarian action to ensure seamless transitions from emergency response to long-term resilience (the twin-track approach). Its **multi-sectoral and community-led interventions** address complex challenges—such as conflict, climate change, food insecurity, and governance deficits—through participatory, inclusive, and rights-based strategies. APaD emphasizes **evidence-based programming, multi-stakeholder collaboration, and policy advocacy**, while actively promoting **women's and youth leadership**. The organization also adopts **adaptive management and continuous learning** to enhance the relevance, innovation, and effectiveness of its programs in cross-border pastoralist contexts.

As part of its organizational growth and program expansion, **APaD is seeking to recruit qualified, competent, passionate, and committed professionals** for the following position:

## **PROCUREMENT & LOGISTICS OFFICER**

**Location:** Kakuma, Turkana County, Kenya

**Reporting To:** Finance and Grants Manager

**Position Type:** Full-time

**Contract Duration:** 1 year (renewable based on performance and funding)

**Application Deadline:** 21<sup>st</sup> July 2025

### **Position Summary**

The **Agency for Cross-Border Pastoralists Development (APaD)** is seeking a highly motivated and detail-oriented **Procurement and Logistics Officer** to support the efficient acquisition of goods, services, and works, as well as ensure smooth logistical operations in line with APaD's policies and donor requirements. The Officer will play a key role in supporting both program and operational teams in achieving timely, transparent, and value-for-money procurement and logistics processes.

### **Key Responsibilities**

#### **a. Procurement:**

- Coordinate the procurement of goods and services in accordance with APaD's procurement policies and donor regulations.
- Prepare and issue Request for Quotations (RFQs), bid analyses, and purchase orders.
- Maintain an up-to-date procurement tracker, vendor database, and price catalogues.
- Support tender processes, including the preparation of tender documents, facilitation of evaluation committees, and documentation of procurement decisions.
- Ensure accurate, complete, and compliant procurement documentation and filing for audit and donor review.
- Liaise with program and operations teams to consolidate procurement plans and forecast needs.
- Conduct regular market surveys to ensure competitive pricing and value for money.
- Vet vendors and manage supplier performance and contract compliance.
- Prepare and submit periodic procurement reports to management and donors.

#### **b. Logistics:**

- Coordinate the delivery and distribution of procured goods to project sites, ensuring timely and accurate dispatch.
- Monitor and track inventory, deliveries, and supplies to ensure effective stock and asset management.
- Oversee transport and fleet management, including vehicle scheduling, maintenance, and fuel tracking.
- Support the management of APaD stores and distribution points.
- Ensure safety, security, and accountability in the handling and transportation of goods and equipment.
- Provide logistical support for events, workshops, and field visits.

### **Minimum Qualifications & Experience**

- Bachelor's degree in Procurement, Logistics, Supply Chain Management, Business Administration, or a related field.
- Professional certification such as CIPS or KISM membership is an added advantage.
- At least 3 years of relevant experience in procurement and logistics, preferably in an NGO or development setting.

- Strong knowledge of procurement standards, logistics systems, and donor compliance requirements (e.g., USAID, EU, UN).
- Experience in fleet and warehouse management, asset tracking, and logistical coordination.
- Proficiency in MS Office and procurement/logistics software/tools.
- Excellent negotiation, organizational, and planning skills.
- High level of integrity, confidentiality, and attention to detail.
- Knowledge of the Turkana region and pastoralist operating contexts is desirable.

### Core Competencies

- **Analytical Thinking & Problem Solving:** Ability to assess procurement and logistics needs, identify risks, and implement appropriate solutions.
- **Attention to Detail:** Ensures accuracy in procurement documentation, stock tracking, and reporting.
- **Integrity & Ethics:** Maintains transparency and accountability in procurement and vendor management.
- **Teamwork & Collaboration:** Works cooperatively across departments and with external vendors and partners.
- **Communication Skills:** Able to clearly present procurement processes and logistical plans, both verbally and in writing.
- **Time Management:** Effectively prioritizes tasks, meets deadlines, and manages multiple responsibilities under pressure.
- **Adaptability:** Thrives in fast-paced, dynamic environments and is able to adjust to evolving program needs.

### HOW TO APPLY:

Interested and qualified candidates are invited to submit the following documents:

- A cover letter
- A detailed and up-to-date CV
- Copies of academic certificates, professional certifications, and testimonials
- Contact information for three professional referees

Applications should be sent via email, addressed to the Human Resource Officer, at [recruitment-hr@apadkenya.org](mailto:recruitment-hr@apadkenya.org). The email subject line should clearly indicate the position being applied for, e.g., **“Procurement & Logistics Officer Application.”** The deadline for submission is **21<sup>st</sup> July 2025, at 5:00 PM EAT (Close of Business)**.

Alternatively, hard copy applications may be hand-delivered during official working hours (Monday to Friday) to the organization’s Head Office in Lodwar and addressed to:

The Human Resources Officer  
Agency for Cross-Border Pastoralists Development (APaD)  
P.O. Box 342-30500  
Lodwar, Turkana County; Kenya.  
Turkwel Buildings, Off NORAD Road; Nawoitorong’.

**The Agency for Cross-Border Pastoralists Development (APaD)** is an equal opportunity employer committed to promoting diversity and inclusion. All employment decisions are made without regard to

gender, ethnicity, religion, disability, or any other protected characteristic. Female candidates and other qualified applicants from Turkana County are strongly encouraged to apply.

We appreciate ALL applications. However, due to the high volume of applications received, only shortlisted candidates will be contacted.