

Procurement & Logistics (Prolog) Assistant - Kakuma

DCA is seeking to recruit an experienced and energetic Kenyan National for the following position: **Procurement & Logistics (ProLog) Assistant** to be based in Kakuma, Turkana County. The position reports to the Area Procurement and Logistics Officer based in Lodwar. Additional technical support will be provided by the Nairobi-based Procurement & Logistics Officer.

The ProLog Assistant will actively contribute towards effective and efficient procurement and logistics management of the Kakuma office with a focus on fleet management, travel coordination, procurement, supply, and logistics support to ensure smooth office and project operations.

The main responsibilities of the ProLog Assistant are:

Procurement

- Support the Area Procurement and Logistics Officer in procuring project supplies and services for the Turkana Region. This includes conducting market surveys and trend analysis according to project requirements and DCA procurement policies.
- Conduct activities associated with delivery and receipt of goods and services from vendors while adhering to the set guidelines.
- Participate in preparing the procurement plan with guidance from the Area Pro Log Officer and the programmes team.
- In consultation with the Area ProLog Officer, prepare project bid advertisements, bidding documents, evaluation reports, requests for proposals for consulting services, draft contracts, manage contracts and all other procurement cycle activity documents.
- Follow-up for procurements to be completed on time and updated on DCA's online system (ADMIND), as well as updating the procurement plans in consultation with the ProLog Officer.
- Track all Purchase Orders, contracts and framework agreements issued by DCA Kakuma office and work with the Area Prolog Officer for the Lodwar Office and flag out issues that require the management's attention.
- Assist in processing all invoices due in a reasonable time and ensuring all necessary paperwork is attached to payments.
- Maintain and share an updated procurement tracker monthly for the purchases in Kakuma.
- Ensure compliance with DCA procurement manual policies and procedures in all Kakuma office procurements and work with the Area Prolog Officer for the Lodwar Office.
- Support project staff to prepare procurement documents and provide regular updates on procurement status.

Logistics

- Assist the Area ProLog Officer to oversee the Kakuma office fleet management in liaison with the drivers and riders. This includes planning and organizing vehicle movements in day to day activities.
- Conduct physical asset verification at least once a year and before project end dates.
- Ensure all assets and inventory of Kakuma office are tagged and the asset register is up to date.
- Support effective management of organizational vehicles/motorbikes including timely servicing, coordination of activities and allocation schedules to avoid shortages.
- Support event planning, including sourcing and booking venues, confirming attendance, and preparing materials for the Kakuma office.

Safety & Security

Support the Area ProLog Officer (Safety & Security Focal Point) to:

- Ensure adequate safety & Security measures are in place at the workplace (including but not limited to signage, functional fire equipment, first aid kits etc.)
- Implement and update logistics aspects of the area security plan.
- Monitor the security situation in DCA area of operation (Refugees & Host Community) and

undertake risks assessments.

- Support the Area ProLog Officer undertake regular area security risk assessment and that safety & Security Sops are updated and followed by staff.

General

- Update and share with the Area ProLog Officer the DCA Kakuma office assets register on regular basis.
- Maintain an effective storage and inventory system according to policy & work closely with the Area Finance Officer to code and conduct inventory count twice a year.
- Ensure all travel requests for national and international travelers' to Kakuma office are in place, including booking vehicles and accommodation.
- Support the Area Prolog Officer in ensuring contracts with suppliers are in place and renewed/terminated as appropriate.
- Ensure regular maintenance of DCA Kakuma office & office equipment.

Required Education and Experience

- Bachelor's degree in Logistics, Supply Chain Management, or any related field. Equivalent relevant professional experience is also accepted.
- Minimum of 2 years professional experience in logistics, supply chain management, contract management, procurement, or other relevant experience.
- Experience in supporting team members and confident in doing so in a proactive and positive way. Proven experience with training and mentoring.
- Excellent communication, interpersonal and team skills.
- Good IT skills, including MS Office, Teams and procurement software systems (DCA uses ADMIND)
- Fluency in written and spoken English.
- Proven capacity to prioritize tasks, plan and organize your own efforts to meet objectives and deadlines.
- Strong analytical skills

Candidates from Turkana County are encouraged to apply.

The position is for 12 months (renewable subject to satisfactory performance and availability of funds), with a three-month probation period. DCA offers a competitive salary package (salary, insurance, and benefits) in accordance to experience and DCA Kenya HR Manual.

About Us:

About DCA: DanChurchAid (DCA) is working in Turkana, West Pokot, Baringo, Elgeyo Marakwet, Nyandarua, Nakuru and Nairobi counties with refugees and local communities to enhance peace, livelihoods and resilience. DCA implements projects directly as well as through local partner organizations. For more information on DCA, please visit www.danchurchaid.org

How to Apply

Apply online through: <https://dca.career.emply.com/en/national-positions>

The deadline for applications is at **COB on 19th June 2026**

Any published closing dates are estimated. We aim to fill this vacancy as quickly as possible. This means that we will close adverts as soon as we have found the right candidate, and this may be before the published closing date. We would therefore advise interested applicants to apply as early as possible.

Only short-listed candidates will be contacted.

DCA is an equal opportunity employer, and all interested and qualified candidates are encouraged to apply regardless of race, gender, marital status and religious, political or ethnic affiliation.

DCA conducts a thorough anti-terror check as part of the recruitment process. It is a prerequisite that you can pass this check and maintain this status throughout your employment period. Everyone applying for a job with DCA must be ready to comply with our Code of Conduct, Staff Policy on Prevention of Sexual Exploitation, Abuse and Harassment and our Child Safeguarding Policy.