

## CHIEF SUPPLY CHAIN MANAGEMENT OFFICER, KIMC GRADE 5

### (a) Job Description

Duties and responsibilities at this level will entail:-

- (i) planning of Supply chain Management activities;
- (ii) coordinating warehousing and market surveys and research;
- (iii) supervising inventory and stock control;
- (iv) disposing off boarded stores and equipment;
- (v) preparing procurement plans;
- (vi) prequalifying of suppliers; and
- (vii) Coordinating tenders.

### (b) Job Specification

For appointment to this grade, an officer must have:-

- (i) Served in the grade of Senior Supply Chain Management Officer or in a comparable position in the Public Service or Private Sector for a minimum period of three (3) years;
- (ii) Bachelor's degree in the following disciplines: Commerce, Business Administration, Economics, Procurement and Supplies Management, Marketing, or their equivalent qualification from a recognized Institution;
- (iii) Diploma in Supplies Management or its equivalent from a recognized Institution;
- (iv) Attended in a Senior Management Course lasting not less than four (4) weeks from a recognized Institution;
- (v) Must be a member of a relevant professional body;
- (vi) Certificate in computer application skills; and
- (vii) Shown administrative ability, integrity and experience in procurement procedures.

Applicants are requested to note a Masters Degree in Procurement and Supplies Management or Logistic and Supply Chain Management from a recognized University will be an added advantage.

In addition, candidates must adhere to the provisions of Chapter VI on Leadership and integrity, as enshrined in the Constitution of Kenya 2010. Interested candidates must submit Certificates of Compliance from Kenya Revenue Authority (KRA), Ethics and Anti-corruption Commission (EACC), Higher Education Loans Board (HELB), and Credit Reference Bureau (CRB); and provide Certificate of Good Conduct from the Criminal Investigations Department (CID).

The successful candidate will be on Permanent and Pensionable terms of service. The gross Salary for this position will be **Ksh.128,390/= per month**.

Candidates are required to indicate their expected salary.