



DETAILED JOB DESCRIPTION

1. PROCUREMENT MANAGER - KRBR157

Reporting to: General Manager - Supply Chain Management

Employment Type: Five (5) Year renewable Contract Subject to retirement age and performance

Work Station: Nairobi

Duties and Responsibilities

- i) Developing and reviewing the procurement and asset disposal plans in line with the Law, managing their implementation by User departments and advising/reporting on adherence to the plan.
- ii) Leading in Reviewing and updating of Supply Chain Policy and Procedures Manual.
- iii) Overseeing and updating and approved list of the Corporation's registered suppliers.
- iv) Preparing reports required in relation to procurement of goods, works and services and contract management.
- v) Developing the procurement strategy and reporting in line with policies, processes & procedures.
- vi) Developing various supply chain plans including risk management and contractor performance measurement plans to increase efficiencies.
- vii) Providing Secretariat services for the tender evaluation and other Committees in line with Procurement and Disposal Act.
- viii) Preparing Statutory and other Administrative reports as guidelines.
- ix) Coordinating the preparation of contract documents and purchase orders.
- x) Resolving procurement issues with suppliers, contractors and consultants; developing capacity building programs to the Corporation in order to ensure compliance in the application of

the Procurement and Corporation's procurement policies and procedures.

- xi) Custodian of the Corporation's Procurement Plan.
- xii) Maintaining an updated and approved list of the Corporation's registered suppliers.

Requirements for the job

- i) Master's Degree in a relevant field from a recognized institution.
- ii) Bachelor's Degree in any of the following: - Procurement and Supplies Management, Procurement and Logistics, Commerce, Business Administration (Supplies Management Option), Economics or equivalent qualifications from a recognized Institution.
- iii) A Minimum of ten (10) year's relevant work experience, at least five (5) Years' experience in Senior Management position.
- iv) Full membership to a professional body either KISM or CIPS and in good standing.
- v) Certified Supplies Practitioner by KISM.
- vi) Undertaken a management course lasting not less than four (4) weeks from a recognized institution.
- vii) Proficiency in computer applications.
- viii) Meets the requirements of Chapter Six of the Constitution of Kenya 2010.

Skills and Competences

- i) Report and Minutes writing skills.
- ii) Leadership, planning and supervisory skills.
- iii) Strong written and oral communication skills.
- iv) Excellent analytical and interpersonal skills.
- v) Demonstrated merit and ability as reflected in work performance and results.