

COUNTY GOVERNMENT OF KIRINYAGA



COUNTY PUBLIC SERVICE BOARD

VACANCIES

Kirinyaga County Public Service Board wishes to recruit competent and qualified person to fill the following positions in the Department of Finance and Economic Planning. This is pursuant to Article 235 of the Constitution of Kenya, 2010 and Section 63 of the County Government Act, 2012.

RE: CHIEF SUPPLY CHAIN MANAGEMENT OFFICER (1 POST)- JOB GROUP "M"

Job Ref: KCPSB/CSCMA/M/01/04/07/19

Terms of Service: Permanent & Pensionable

Duties and Responsibilities

- Implementation of Public Procurement and Asset Disposal Act, 2015 and other Statutes, Rules and Regulations and ensuring adherence to the laid down Procedures, Rules and Regulations.
- Assisting Supply Chain Management Services function in the day to day duties, innovation and design of Supply Chain Management operations and procedures;
- Determining and proposing methods and strategies of handling the Supply Chain Management Function.
- Initiating and developing Supply Chain Management Policies and Performance
- Improvement Strategies that are adaptive to the changing Environment and Technology.
- Advising the Accounting Officer on Supply Chain Management matters.
- Ensuring High Professional Supply Chain Management Standard.
- Develop County Annual Procurement Plan and ensure its full implementation.
- Preparing Professional opinion.
- Operationalization of e-Government Procurement Strategies and Inventory Management.
- Liaising with suppliers to ensure timely delivery of goods and services;
- Maintaining and updating a list of prequalified suppliers;
- Undertaking market surveys to ensure the authority obtains value for money.

- Ensuring safe custody of all procurements records including appropriate documentation of files
- Provision of appropriate guidance on the Supply Chain Management policy matters to Ministries/Departments and Institutions;
- Assisting in procurement planning and budget preparation as per existing laws, regulations and county policies;
- Disposal of stores and equipment in compliance with the relevant statutes.
- Inventory and stock controls.

Requirements for appointment

- Served in the grade of senior supply chain management Assistant or in a comparable and relevant position in the public service for a minimum period of three (3) years or relevant working experience of not less than five (5) years in a comparable relevant position in the Private Sector or public sector.
- Attended a management course lasting for not less than four (4) weeks; and
- Shown administrative capability and outstanding performance.
- Bachelor's degree in Purchasing and Supplies Management from a recognized university or any Business degree with a Post Graduate diploma in Purchasing and Supplies Management;
- Holder of Master's Degree will have an added advantage.
- Demonstrated professional competence through understanding of Supply Chain Management issues and emerging Supply Chain Management trends and techniques;
- MUST be registered with Kenya Institute of Supplies Management (KISM);
- MUST satisfy the requirements of Chapter Six of the Constitution.

Additional Requirements

- High degree of professional and public administrative competence in work performance and results;
- Personal integrity, a strong commitment to openness, honesty and demonstrating tolerance and capacity to inspire trust in others;
- Personal responsibility and willingness to accept responsibility for own actions and outcomes; and
- A thorough understanding of national goals/pillars, policies and programs and ability to translate them to supply chain management.
- A thorough understanding of the Integrated Financial Management Information System (IFMIS)

Personal qualities

- Ability to get on well with the diverse workforce
- Ability to articulate and implement departmental mandates.
- Organizational, analytical managerial and decision making skills.
- Technical problem solving.
- Resource management skills.

- Interpersonal and communication skills.
- Integrity and commitment to producing results.
- Leadership advocacy relationship building and collaboration result oriented, self-driven.
- Passion for continuous professional development.
- Initiative to achieve expected results.
- Good organization and supervisory skills.

Core competencies

- Records management skills
- Policy implementation.
- Planning, Coordination and Strategy implementation
- Execution of instructions
- Team playing skills

RE: SUPPLY CHAIN MANAGEMENT OFFICER (2 POSTS)- JOB GROUP “K”

Job Ref: KCPSB/SCMO/K/02/04/07/19

Terms of Service: Permanent & Pensionable

Duties and Responsibilities

- Implementation of Public Procurement and Asset Disposal Act, 2015 and other Statues, Rules and Regulations and ensuring adherence to the laid down Procedures, Rules and Regulations.
- Assisting Supply Chain Management Services function in the day to day duties, innovation and design of Supply Chain Management operations and procedures.
- Determining and proposing methods and strategies of handling the Supply Chain Management Function.
- Initiating and developing Supply Chain Management Policies and Performance
- Improvement of Strategies that are adaptive to the changing Environment and Technology.
- Advising the Accounting Officer on Supply Chain Management matters.
- Ensuring High Professionalism and Supply Chain Management Standard.
- Develop County Annual Procurement Plan and ensure its full implementation.
- Preparing Professional opinion.
- Operationalization of e-Government Procurement Strategies and Inventory Management.
- Liaising with suppliers to ensure timely delivery of goods and services.

- Maintaining and updating a list of prequalified suppliers.
- Undertaking market surveys to ensure the authority obtains value for money
- Ensuring safe custody of all procurements records including appropriate documentation of files.
- Provision of appropriate guidance on the Supply Chain Management policy matters to Ministries/Departments and Institutions.
- Assisting in procurement planning and budget preparation as per existing laws, regulations and county policies;
- preparation of tender documents, publishing and evaluation.
- Disposal of assets in compliance with the relevant statutes.
- E-procurement
- Perform any other duties that may be assigned to you from time to time.

Requirements for Appointment

- Served in the grade of Supply Chain Management officer for a minimum period of four (4) years in a comparable and relevant position in the Public Service or relevant working experience of not less than five (5) years in a comparable relevant position in the Private Sector.
- Bachelor's degree in Purchasing and Supplies Management from a recognized university or any Business degree with a Post Graduate diploma in Purchasing and Supplies Management;
- Holder of Master's Degree will have an added advantage
- Demonstrated professional competence and thorough understanding of Supply Chain Management and emerging Supply Chain Management trends and techniques;
- MUST be registered with Kenya Institute of Supplies Management (KISM);
- MUST satisfy the requirements of Chapter Six of the Constitution.

Additional Requirements

- High degree of professional and public administrative competence in work performance and results;
- Personal integrity, a strong commitment to openness, honesty and demonstrating tolerance and capacity to inspire trust in others;
- Personal responsibility and willingness to accept responsibility for own actions and outcomes; and
- A thorough understanding of national goals/pillars, policies and programs and ability to translate them to supply chain management.
- A thorough understanding of the Integrated Financial Management Information System (IFMIS)

Personal Qualities

- Result oriented
- Ability to articulate and implement departmental mandates.
- Transparency and honesty
- Technical problem solving.
- Resource management skills.
- Interpersonal and communication skills.
- Integrity and commitment to producing results.
- Passion for continuous professional development
- Initiative to achieve expected results.

Core competencies

- Financial management
- Policy implementation.
- Planning, Coordination and Strategy implementation.

RE: SUPPLY CHAIN MANAGEMENT ASSISTANT (2 POSTS) - JOB GROUP "J"**Job Ref: KCPSB/SCMA/J/03/04/07/19****Terms of Service: Permanent & Pensionable****Duties and Responsibilities**

- Assisting Supply Chain Management Services function in the day to day duties in operations and procedures;
- Implementation of Public Procurement and Asset Disposal Act, 2015 and other Statues, Rules and Regulations and ensuring adherence to the laid down Procedures, Rules and Regulations.
- Ensuring safe custody of procurement records including appropriate documentation.
- Determining and proposing methods and strategies of handling the Supply Chain Management Function.
- Initiating and developing Supply Chain Management Policies and Performance
- Improvement Strategies that are adaptive to the changing Environment and Technology.
- Ensuring High Professional Supply Chain Management Standard.
- Proper Inventory Management.
- Liaising with suppliers to ensure timely delivery of goods and services;
- Maintaining and updating a list of prequalified suppliers;

- Undertaking market surveys to ensure the authority obtains value for money
- Assisting in procurement planning and budget preparation as per existing laws, regulations and county policies.
- Disposal of assets in compliance with the relevant statutes.
- Perform any other duties that may be assigned to you from time to time.

Requirements for Appointment

- Served in the grade of supply chain management assistant for a minimum period of four (3) years in a comparable and relevant position in the Public Service or relevant working experience of not less than five (5) years in a comparable relevant position in the Private Sector or public sector.
- A Diploma in supply chain management, Procurement, Purchasing and supplies from a recognized institution of higher learning.
- Holder of Bachelor Degree or higher will have an added advantage
- Demonstrated professional competence through understanding of Supply Chain Management issues and emerging Supply Chain Management trends and techniques;
- MUST be registered with Kenya Institute of Supplies Management (KISM);
- MUST satisfy the requirements of Chapter Six of the Constitution.

Additional Requirement

- Personal integrity, a strong commitment to openness, honesty and demonstrating tolerance and capacity to inspire trust in others;
- Personal responsibility and willingness to accept responsibility for own actions and outcomes; and
- A thorough understanding of national goals/pillars, policies and programs and ability to translate them to supply chain management.
- A thorough understanding of the Integrated Financial Management Information System (IFMIS)
- Proficiency in Computer Application skills.

Personal Qualities

- Result oriented
- Ability to articulate and implement departmental mandates.
- Transparency and honesty
- Technical problem solving.
- Resource management skills.
- Interpersonal and communication skills.
- Integrity and commitment to producing results.
- Passion for continuous professional development

How to Apply

Applicants should submit their applications together with copies of their detailed

- Curriculum Vitae,
- Academic and Professional certificates,
- Testimonials,
- National Identity Card or Passport and
- Any other supporting documents.

Clearly indicate the position applied for, both on the cover letter and the envelope. Applications should be addressed to:

**The Secretary
County Public Service Board
P O Box 260 - 10304
KUTUS**

Hand delivered applications should be dropped at the **County Headquarters 4TH floor, KUTUS** (Office of County Public Service Board between **8.00 a.m. and 5.00 p.m.** on weekdays).

Applicants should seek clearance and attach copies or evidence thereof of the updated documents below.

- Kenya Revenue Authority
- Ethics and Anti-corruption Commission
- Criminal Investigation Department (Certificate of Good Conduct)
- Higher Education Loans Board (HELB)
- Credit Reference Bureau (CRB)

Applications should reach the County Public Service Board (CPSB) on or before **Tuesday, 16th July 2019**

Shortlisted candidates will be required to produce their original identity cards, academic and professional certificates, testimonials, clearance and other relevant documents in support of their applications.

NOTE

Women and persons living with disabilities who meet the specified requirements are encouraged to apply.

Salary and benefits attached to these posts are as per the guidelines by Salaries and Remuneration Commission.

Prospective candidates are encouraged to visit our website:

www.kirinyaga.go.ke for more details.

The Kirinyaga County Government is an equal opportunity employer.