



KENYA INSTITUTE OF SUPPLIES MANAGEMENT
“Promoting Professionalism in Supply Chain Management”

26TH JULY 2023

**VACANCY ADVERTISEMENT - DEPUTY DIRECTOR, SUPPLY CHAIN
MANAGEMENT**

The Kenya Institute of Supplies Management is a corporate body established through an Act of Parliament, the “Supplies Practitioners Management Act (SPMA), 2007”. KISM is mandated to make provision for the training, registration and licensing of supplies practitioners; to regulate their practice and for connected purposes. The Institute serves as the National body for Procurement and Supply Chain Professionals in the private and public sectors in Kenya.

The KISM Council is seeking to recruit a hands-on, dynamic, and knowledgeable and performance-oriented person to fill the position of **DEPUTY DIRECTOR, SUPPLY CHAIN MANAGEMENT, JOB GRADE KISM 3 REF SCM/001/2023**

Description of this vacancy and requirements is outlined here below:

Directorate: Supply Chain Management

Reporting to: Chief Executive Officer

Job Summary:

The Director, Supply Chain Management plans, coordinates, organizes, and oversees all activities involved in the identification, acquisition, production and distribution of the KISM's goods and services.

KEY DUTIES AND RESPONSIBILITIES

- i. Overseeing the development, implementation and review of supply chain management policies, strategies and programmes;
- ii. Overseeing the procurement of goods, services and works;
- iii. Managing distribution of general supplies;
- iv. Ensuring implementation of the Public Procurement and Asset Disposal act 2015 and government regulations relating to supply chain management activities;
- v. Facilitating the disposal of obsolete stores and equipment;
- vi. Overseeing market surveys and research; and
- vii. Ensuring submission of quarterly reports to the National Treasury and Public Procurement Regulatory Authority (PPRA).

PERSONS SPECIFICATIONS

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

- i. Bachelor's degree in any of the following disciplines: - Procurement and Supply Chain Management, Purchasing and Supplies Management, Supply Chain Management, Procurement and Contract Management, Logistics and Supply Chain Management, Procurement and Logistics Management or equivalent qualification from a recognized institution;

- ii. Master's degree in any of the following disciplines: - Logistics and Supply Chain Management, Business Administration (Purchasing and Supplies) or equivalent qualification from a recognized institution;
- iii. CPSP-K or equivalent qualification from a recognized institution;
- iv. Valid KISM Membership with a current practicing license;
- v. Proficiency in computer applications;
- vi. Minimum of ten (10) years relevant work experience, five (4) of which should be at management level in a comparable organization;
- vii. Management course lasting not less than four (4) weeks from a recognized institution;
- viii. Demonstrated professional competence and administrative capability as reflected in work performance and results; and
- ix. In addition to the professional qualifications, successful candidate will be required to meet the expectations of Chapter 6 on Leadership and Integrity

SKILLS AND COMPETENCIES

1. Leadership, integrity and people management skills
2. Communication Skills
3. Customer service focus
4. Strategic level thinking
5. Change and transformation capabilities
6. Management skills
7. Analytical and decision making
8. Adaptability and flexibility
9. Innovative and creative thinking

HOW TO APPLY

Qualified and interested candidates may apply **online** indicating the job title and the reference number, addressing their application letter to:

**The Chief Executive Officer
Kenya Institute of Supplies Management,
KISM Tower 12th Floor, Ngong Road
P. O Box 30400-00100, Nairobi
vacancies@kism.or.ke**

Candidates must attach scanned copies of their CV with full details of educational background, professional qualifications and copies of all relevant documents/testimonials. Candidates who are subsequently invited to attend formal interviews must produce originals of all the scanned documents during the interview. Applications MUST be submitted online via email to: vacancies@kism.or.ke so as to reach the Institute on or before midnight (12:00) on Friday 11th August, 2023.

All applicants MUST submit a filled KISM job application form. The form can be accessed through the link: <https://forms.gle/FX5co1SSJwjn3bwR8>

KISM is an equal opportunity employer. Canvassing will lead to automatic disqualification. Only shortlisted candidates will be contacted.