



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

27TH JULY, 2023

VACANCY ADVERTISEMENT - PLANNING OFFICER

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 **PLANNING OFFICER, JOB GRADE KISM 6. REF SPO/001/2023**

Description of this vacancy and requirements is outlined here below:

Directorate: Strategy, Planning & Research

Reporting to: Director, Strategy, Planning & Research

Job Summary:

The Planning Officer will assist on developing, implementing and reviewing policies and strategies for planning; performance management; monitoring & evaluation and providing leadership on implementation of the Institute’s Strategic Plan.

KEY DUTIES AND RESPONSIBILITIES

- i. Collecting and collating statistical data;
- ii. Implementing Institute’s strategic plan and service charter;
- iii. Implementing Institute’s performance contract and master plan;
- iv. Conducting corporate research, economic analysis and strategies;
- v. Undertaking feasibility studies and service delivery surveys; and
- vi. Providing input in the preparation of development plans.

PERSONS SPECIFICATIONS

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

- i. Bachelor’s degree in any of the following fields: - Economics, Statistics, Mathematics, project planning and management or equivalent qualification from a recognized institution;
- ii. Proficiency in computer applications; and
- iii. 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. Communication Skills
2. Time and Priority Management
3. Customer service focus
4. Problem solving skills
5. Interpersonal Skills
6. Adaptability and flexibility
7. Innovative and creative thinking
8. Organization skills

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.