



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

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KISM Towers, 12th Floor, Ngong Road – Nairobi, Kenya

**27<sup>TH</sup> JULY 2023**

**VACANCY ADVERTISEMENT - REGISTRATION OFFICER - 3 POSTS**

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 **REGISTRATION OFFICER, JOB GRADE KISM 6. REF RAL/001/2023**

Description of this vacancy and requirements is outlined here below:

**Directorate:** Registration & Licensing

**Reporting to:** Director/Registrar

**Job Summary:**

The Registration Officer will be responsible for registration, licensing, standards, discipline, compliance, enforcement, capacity development including continuous professional development, internship and industrial relations, and accreditation.

**KEY DUTIES AND RESPONSIBILITIES**

**A. Registration & Licensing:**

- i. Receiving and reviewing applications for completeness and responsiveness;
- ii. Maintaining and managing the register of applications received for registration;
- iii. Analysing applications received as guided; and
- iv. Ensuring applications have been entered into registration management system.

**B. Accreditation of Institutions:**

- i. Assisting in assessing supplies management qualifications of foreign persons.
- ii. Preparing evaluation tools for local and foreign supplies training programmes
- iii. Preparing approval tools accreditation of supplies training programmes;
- iv. Assisting in preparation of monitoring and evaluation framework for accreditation;

- v. Conducting desktop review of development of accreditation standards and manuals; and
- vi. Conducting preliminary research on development of policy guidelines for accreditation.

C. Standards:

- i. Assist to establish and maintain uniform norms and standards on the learning of supplies management;
- ii. Assist to prescribe the minimum educational entry requirements for persons wishing to be trained as supplies practitioners;
- iii. Assist to develop of core curricula for supplies management Programme (Bachelor and Diploma Programme);
- iv. Assist to develop guidelines for accreditation of existing institutions offering training in Supplies Management;
- v. Assist to develop guidelines for inspection and approval of collegiate training sites;
- vi. Assist to determine and set a framework for professional practice supplies practitioners;
- vii. Assist to develop code of conduct for supplies practitioners in line with regional and international standards;
- viii. Assist to establish and disseminate policies for professional conduct and ethics;
- ix. Assist to establish policies and procedures and to enlist cooperation and support for the prevention or alleviation of circumstances which may lead to impairment in students and practitioners;
- x. Assist to establish mechanisms and procedures for the early identification of impairment in students and practitioners;
- xi. Assist to undertake the development of minimum requirements on infrastructure, personnel for existing institutions offering training in Supplies Management; and
- xii. Assist to undertake the development and review of the singular and joint inspection checklists for existing institutions offering training in Supplies Management.

D. CPD,

- i. Preparing drafts on the desired curriculum as may be directed;
- ii. Undertaking desktop research on supplies practitioners continuing professional development programmes;
- iii. Preparing briefs on basic issues in CPD; and
- iv. Assisting in assembling of materials for continuing professional training and development.

E. Internship & Industrial Placement,

- i. Undertaking desktop research on curriculum for registration of Supplies practitioners;
- ii. Conducting desktop research on the requirements of establishing, equipping and furnishing a school of supplies management; and
- iii. Assisting in the drafting of the requirements to facilitate internship of graduates seeking registration under the act.

F. Discipline & Ethics,

- i. Assisting in verification and processing complaints of professional misconduct, supplies management malpractice or breach of standards;
- ii. Participating in the conduct of investigations into complaints submitted;

- iii. Verifying the forwarding of files to Disciplinary and Ethics Committee members and consultants for analysis, review and preparations of the report;
- iv. Participating in the conduct of hearings of complaints;
- v. Supervising the drafting of decisions on complaints and forwarding the same to the parties;
- vi. Verifying the receipt and processing appeals;
- vii. Following up on Disciplinary Committee recommendations to ensure full compliance;
- viii. Participating in the implementation and adherence of guidelines on scope of practice;
- ix. Contributing to the development and review of the singular and joint inspection checklists for facilities;
- x. Participating in the dissemination of information to relevant institutions, practitioners and the public;
- xi. Assisting in conducting research and benchmarks on regulation of the supply chain institutions and the practice of supply chain; and
- xii. Preparing performance reports.

**G. Surveillance & Enforcement,**

- i. Participating in inspections of new and existing institutions offering training in Supplies Management;
- ii. Participating in pre-accreditation inspections of accredited institutions offering training in Supplies Management;
- iii. Participating in regular inspections of accredited institutions offering training in Supplies Management against set standards and regulations and give recommendations to the institutions on areas of improvement;
- iv. Contribute to the development and review of the singular and joint inspection checklists for accredited institutions offering training in Supplies Management;
- v. Contribute to the development of minimum requirements on infrastructure, personnel and service provision of accredited institutions offering training in Supplies Management per level;
- vi. Advise on the closure of non-compliant accredited institutions offering training in Supplies Management and give recommendations on licensure;
- vii. Participating in pre-accreditation inspections of accredited institutions offering training in Supplies Management;
- viii. Assisting in recommendations for approval of institutions offering training in Supplies Management and Supplies practitioners in line with regional and international standards;
- ix. Receiving and reviewing applications of CPD providers;
- x. Participating in dissemination of information to relevant institutions, practitioners and the public; and
- xi. Assisting in the preparation of department reports.

**PERSONS SPECIFICATIONS**

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

- i. Bachelor's degree in any of the following disciplines: - Supply Chain Management and Logistics, Purchasing and Supplies Management, Procurement and Supplies Management, Procurement, Commerce (Supplies Management Option) Business Administration (Supplies Management option), Administration, Finance, Human Resource, Law or Social sciences or an equivalent qualification from a recognized institution.
- ii. Registered by a relevant professional body/ society where applicable.

- iii. Proficiency in computer applications; and
- iv. 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 12<sup>th</sup> Floor, Ngong Road  
P. O Box 30400-00100, Nairobi  
[vacancies@kism.or.ke](mailto: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](mailto:vacancies@kism.or.ke) so as to reach the Institute on or before midnight (12:00) on Friday 11<sup>th</sup> August, 2023.

All applicants **MUST** submit a filled KISM job application form. The form can be accessed through the link below: <https://forms.gle/FX5co1SSJwn3bwR8>

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