



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

**RE-ADVERTISEMENT - CHIEF EXECUTIVE OFFICER, REF NO: KISM-001/2023**

The Kenya Institute of Supplies Management is a body corporate established through 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 seeks to recruit a visionary, dynamic and innovative leader with high professional and ethical standards to fill the position of the Chief Executive Officer. The successful candidate will be responsible for providing strategic leadership, driving business growth, ensuring operational efficiency, promoting corporate image and enhancing brand visibility.

**KEY DUTIES AND RESPONSIBILITIES**

- i. Shall be the Accounting Officer of the Institute
- ii. Overseeing the training, registration and licensing of supplies practitioners
- iii. Providing strategic leadership and direction
- iv. Guiding the development and implementation of relevant policies and procedures that enhance KISM’s positive image, brand perception and competitive advantage
- v. Execution and communication of the Council’s strategies, policies decisions and resolutions
- vi. Coordinating resource mobilization to enhance realization of the Institute’s strategic plan objectives
- vii. Fostering relationship with relevant government agencies, ministries, development partners and other stakeholders for the benefit of the Institute
- viii. Prudent management of all available resources of the Institute;
- ix. Ensuring adherence to relevant national and international conventions and treaties
- x. Engendering good corporate governance practices in line with the Constitution of Kenya 2010;
- xi. Coordinating the preparation of the budget, procurement plans, annual workplans, operational and financial reports for consideration and approval by the Council

- xii. Ensuring compliance with Government policies, circulars, regulatory guidelines and directives and providing regular updates to the Council.
- xiii. Inculcating an entrepreneurial and business mindset to ensure diversification & optimization of resources
- xiv. Delivering results while maintaining a good corporate culture by building a professional and achievement oriented Executive Management team, nurturing and maintaining a performance driven, ethical, fair and meritocratic corporate culture
- xv. Provide leadership in the day-to-day business and ensure a competent, efficient and motivated human capital for enhanced productivity and organizational performance

### **REQUIRED QUALIFICATIONS**

- i. Must be a Kenyan Citizen
- ii. Bachelor's degree in Supply Chain Management and Logistics or in a business-related field from a recognized institution.
- iii. Masters' Degree in Supply Chain Management, Strategic Management or in a business-related field from a recognized institution.
- iv. Be a Certified Procurement & Supplies Professional of Kenya (CPSP) qualification administered by KISEB or equivalent recognized institute, and be a full member of KISM in good standing with a valid Practicing license.
- v. At least Fifteen (15) years of work experience of which five (5) years should be at senior management.
- vi. Has undergone Corporate Governance and/or Leadership Training.
- vii. The successful candidate should satisfy the requirements of chapter six of the Constitution of Kenya 2010 on leadership.

### **SKILLS AND COMPETENCIES**

- 1. Leadership, integrity and people management skills
- 2. Customer service focus
- 3. Strategic level thinking
- 4. Change and transformation capabilities
- 5. Strong resource mobilization and management skills
- 6. Analytical and decision making
- 7. Adaptability and flexibility
- 8. Innovative and creative thinking
- 9. Stakeholder and partnership management 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 Chairman**  
**Kenya Institute of Supplies Management,**  
**KISM Tower 12<sup>th</sup> Floor, Ngong Road**  
**P. O Box 30400-00100, Nairobi**  
[\*\*chairman@kism.or.ke\*\*](mailto:chairman@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: [chairman@kism.or.ke](mailto:chairman@kism.or.ke) so as to reach the Institute on or before midnight (11:59pm) on **4<sup>th</sup> August, 2023**

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

**NB/Physical applications shall not be accepted**