



**KENYA INSTITUTE OF SUPPLIES MANAGEMENT**

*“Promoting Professionalism in Supply Chain Management”*

**VACANCY ADVERTISEMENT – PRINCIPAL REGISTRATION 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 **PRINCIPAL REGISTRATION OFFICER -CAPACITY DEVELOPMENT AND ACCREDITATION JOB GRADE KISM 4. REF CDA/001/2024**

Description of this vacancy and requirements is outlined here below:

**Directorate:** Capacity Development and Accreditation

**Reporting to:** Director, Capacity Development and Accreditation

**Job Summary:**

The cadre is responsible for Capacity Development and Accreditation.

**a) Job Specifications**

Duties and responsibilities at this level will entail;

- i. Drafting evaluation tools for local and foreign supplies management programmes;
- ii. Drafting accreditation tools for supplies management programmes;
- iii. Compiling all supplies management disciplines and their requirements;
- iv. Initiating the development, the monitoring and evaluation framework for accreditation;
- v. Initiating the development accreditation standards and manuals; and
- vi. Initiating the development policy guidelines for accreditation.
- vii. Drafting and developing core curricula for supplies management Programme ;
- viii. Developing guidelines for inspection and approval of collegiate training sites;
- ix. Determining and setting a framework for the professional practice of supplies practitioners;
- x. Establishing mechanisms and procedures for the early identification of impairment in students and practitioners;
- xi. Undertaking the development of minimum requirements on infrastructure for institutions for institutions offering training in Supplies Management;

- xii. Undertaking the development and review of the singular and joint inspection checklists for institutions offering training in Supplies Management;
- xiii. Preparing and submitting reports to the relevant Head of Department;
- xiv. Establishing minimum standards for Continuous Professional Development (CPD) Training; and
- xv. Developing continuing professional development programmes;
- xvi. Developing an annual calendar of activities for the CPD programme; and Planning, arranging and coordinating all activities for continuing professional and training development.

#### **b) Person Specifications**

For a candidate to be appointed to this position, they must have;

- i. At least eight (8) years relevant working experience, three (3) years of which must have been in a supervisory role
- ii. 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.
- iii. Master'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.
- iv. Attended a management course lasting not less than four (4) weeks from a recognized institution.
- v. Registered by a relevant professional body/ society where applicable.
- vi. Proficiency in computer applications.
- vii. Meet the requirements of Chapter 6 of the Constitution of Kenya

#### **Skills and Competencies**

1. Strategic thinking
2. Management skills.
3. Financial and Budgeting Skills
4. Communication Skills
5. Customer service focus
6. Change and transformation capabilities
7. Analytical and decision making
8. Adaptability and flexibility
- 9. Innovative and creative thinking**

#### **HOW TO APPLY**

Qualified and interested candidates are invited to read detailed job profile on our website [www.kism.or.ke](http://www.kism.or.ke) and 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**

Candidates must attach **PDF** copies of their CV with full details of educational background, professional qualifications, work experience and copies Academic and Professional certificates (Merged to one Pdf). 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 <http://careers.kism.or.ke/> so as to reach the Institute on or before **MIDNIGHT on FRIDAY 10<sup>TH</sup> JANUARY, 2025.**

***KISM is an equal opportunity employer. People living with disability, women and youth are encouraged to apply. Only shortlisted candidates will be contacted.***