



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

**TUESDAY 21<sup>ST</sup> JANUARY 2025**

**VACANCY ADVERTISEMENT (REPLACEMENT):  
REGISTRAR (DIRECTOR, REGISTRATION AND LICENSING)**

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 **REGISTRAR – (REGISTRATION & LICENSING), JOB GRADE KISM 2-DIRECTOR-LEVEL ROLE, REF RL/001/2025)**

Description of this vacancy and requirements is outlined here below:

**Directorate:** Registration and Licensing

**Day to day operations Reporting to:** Chief Executive Officer

**Job Summary**

- To provide leadership in the Directorate of Registration and Licensing, organize and manage all of the activities related to the admission and registration of supplies practitioners, enforcing the rules, and serving as the official authorized keeper of the Institute’s member records.
- The role is crucial in upholding the credibility and reputation of KISM by ensuring integrity of the membership records and register in line with the Institute’s vision and mission.

**Main Duties and Responsibilities**

1. Receive applications for registration in line with the Supplies Practitioners Management Act, 2007 and attendant Registration Regulations to ensure effective member admission and registration;
2. Process applications for membership registration and granting of practicing certificates and licenses in accordance with the provision of this Act, for approval by the Registration Committee;
3. Maintain the Register of persons registered in accordance with this Act and act and observance of all other related statutes.

4. Provide leadership and develop appropriate recommendations for the implementation of related technology application in support of enhanced services offered through registration and records;
5. Issue, renew and cancel certificates of registration and licenses as shall be directed by the Registration Committee in accordance with the Act.
6. Facilitate issuance of practicing license to supplies practitioners;
7. Be responsible for the documentation and information management, by checking for, and maintaining accurate & complete records of persons who have applied for and/or achieved Levels of certification(s) under the SPMA, 2007 and its attendant regulations.
8. Ensure all information is entered into the KISM information management electronic database records to support verification requirements.
9. Develop appropriate recommendations for the implementation of related technology application in support of enhanced services offered through registration and records;
10. Support in monitoring compliance with professional, quality assurance and other standards published by the Council for observance by the members of the Institute;
11. Ensure adherence to prescribed regulations which govern quality assurance programmes including actions necessary to rectify deviations from published standards;
12. Submit results of quality assurance investigation to the Registration Committee that a member's conduct be referred for inquiry under section 23 of the said Act;
13. Leverage technology to simplify membership applications, renewals, and inquiries, and offer user-friendly online platforms for self-service options like account management, event registration, and payments.
14. Handle member complaints and provide timely responses to member inquiries promptly, within specified service-level agreements (SLAs).
15. Provide technical advice to the Registration Committee on matters pertaining to professional and other standards necessary for the achievement of quality assurance;
16. Make recommendations to the Registration committee for necessary alterations and corrections in the register in relation to any entry therein under section 19 of the said Act
17. Make recommendations to the registration committee on the removal of a member from the register under section 19 of the said Act when necessary
18. Conduct research and benchmarks with relevant institutions regionally and internationally on what is prevailing in the market;
19. Initiate the development and implementation of Registration Policies and Manuals;
20. Publication and gazettelement of the register as guide by SPMA and attendant Regulations
21. Coordinating inquiries into registration of Supplies Practitioners;
22. Development and maintenance of the registration information management systems;
23. Develop and implement of Directorate Work plan and Directorate budgets;
24. Implement risk identification and risk management procedure and policy in relation to Registration and license.
25. Gazettelement member in good standing and ensure that they take the Oath of Office as per approved by the Registration Committee and in accordance with the laws.
26. Functionally and administratively reports to the CEO and performs secretarial services to the Registration Committee.
27. Perform any other functions connected therewith or incidental thereto for the role.

**Key Results Areas** *(From the above, summarizes the main responsibilities of the job)*

Key Responsibility Area	
1. Member Registration	<ul style="list-style-type: none"> <li>• Managing the onboarding process for new members, including verification of qualifications and adherence to entry requirements.</li> <li>• Developing and maintaining accurate records of members.</li> </ul>
2. Member Licensing	<ul style="list-style-type: none"> <li>• Issuing licenses or certifications to qualified professionals in line with organizational standards.</li> <li>• Ensuring members comply with licensing requirements, including renewals and continuing professional development</li> </ul>
3. Policy implementation & Enforcement	<ul style="list-style-type: none"> <li>• Implementing and enforcing policies related to registration and licensing.</li> <li>• Upholding the code of ethics and professional standards within KISM</li> </ul>
4. Stakeholder Engagement	<ul style="list-style-type: none"> <li>• Collaborating with internal and external stakeholders, including regulatory authorities, government bodies, and educational institutions, to ensure alignment with professional and legal standards.</li> </ul>
5. Process Improvement	<ul style="list-style-type: none"> <li>• Streamlining registration and licensing procedures for efficiency and accessibility.</li> <li>• Leveraging technology to enhance service delivery and record-keeping.</li> </ul>
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**Person Specifications (as per KISM HR Instruments)**

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

- i. At least twelve (12) years relevant working experience, five (5) years of which must have been in a senior management 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) 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) or an equivalent qualification from a recognized institution.
- iv. Attended a leadership course lasting not less than four (4) weeks from a recognized institution.
- v. A valid KISM Membership with a current practicing License.
- vi. Proficiency in computer applications.
- vii. Meet the requirements of Chapter 6 of the Constitution of Kenya

- viii. Demonstrated understanding of the application of technology to deliver records and registration services.

### **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
10. Integrity and professionalism
11. Excellent organizational and analytical skills communication and interpersonal skills.
12. Self-driven: Must be able to work with minimum supervision
13. Ability to plan, implement, monitor and document tasks
14. A proven record in working successfully with diverse populations.
15. Outstanding managerial and administrative capability to collaborate effectively with departments and cross-functional teams.
16. Proven leadership skills.
17. Strong interpersonal, oral and written communication skills.

### **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:

**Chairman of the Council  
Kenya Institute of Supplies Management  
KISM Tower 11<sup>th</sup> 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. 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 TUESDAY 11<sup>TH</sup> FEBRUARY, 2025.**

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