



KENYA INSTITUTE OF SUPPLIES MANAGEMENT

Promoting Professionalism in Supply Chain Management

Ref. No. CC/SC/2026/ADV.03b

27 February 2026

CALL FOR APPLICATIONS: - **MEMBER** OF THE KENYA INSTITUTE OF SUPPLIES EXAMINATION BOARD (KISEB) UNDER THE SUPPLIES PRACTITIONERS MANAGEMENT ACT, CAP 537

The Kenya Institute of Supplies Examination Board ("Examinations Board") is established under **section 12** of the Supplies Practitioners Management Act, Cap 537 ("the Act"). **The Examinations Board is constituted of –**

- (a) five persons who shall be qualified supplies practitioners, nominated by the Council, one of whom shall be appointed by the Council from amongst the members of the Institute as Chairperson of the Examinations Board;
- (b) two persons nominated by the Cabinet Secretary responsible for education, one of whom shall be from the Kenya Institute of Education and the other from the Kenya National Examination Council;
- (c) one person nominated by the Commission for Higher Education;
- (d) one person nominated by the Director-General of the Public Procurement Regulatory Authority;
- (e) one person nominated by the local universities; and
- (f) one person nominated by the Kenya Private Sector Alliance.

THE FUNCTIONS OF THE EXAMINATIONS BOARD ARE TO –

- (a) prescribe and regulate syllabuses of instruction for professional supplies certification for persons seeking registration under the Act;
- (b) prepare and conduct examinations for persons seeking registration under the Act;
- (c) prepare regulations to be made by the Institute regarding the standard of proficiency to be gained in each examination for a diploma, degree or other award; and
- (d) make rules with respect to such examinations;
- (e) prescribe the fees and other charges payable with respect to such examinations;
- (f) issue professional qualifying certificates and other awards to candidates who have satisfied the examination requirements;
- (g) investigate and determine cases involving indiscipline by students registered with the Examination Board;
- (h) remit a proportion of not less than thirty per cent of the fees collected under paragraph(e) to the Institute to support professional development;
- (i) liaise with the Ministry of Education in accreditation of institutions offering the examination of the Board for the purpose of carrying out examinations;
- (j) promote recognition of its examination in foreign countries;
- (k) perform such other functions as may be necessary for proper administration of the Act.



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VACANCIES AVAILABLE

As provided in section 12 of the Act, five (5) slots are available for the Members of the Institute. This is therefore to call on all members of the Institute in good standing to consider and apply for this role through the channels indicated below and within the stipulated timelines.

ELIGIBILITY CRITERIA FOR APPOINTMENT

The Institute hereby invites applications from among its qualified members, who meet the following criteria for appointment to the Examinations Board:

- (1) Must be a Kenyan Citizen;
- (2) Must be a Member of the Institute with valid membership for the Year 2026;
- (3) Must be a Member of the Institute with a valid practitioners' license for the Year 2026;
- (4) Minimum of a Bachelor's Degree in Procurement and Supply Chain Management or any other Business-related Course.
- (5) Have at least five (5) years' professional experience in procurement and supply chain management;
- (6) Demonstrate knowledge and understanding of examination systems, corporate governance, regulatory frameworks, and emerging trends in procurement and supply chain management;
- (7) Not hold any political office; and
- (8) Compliance with Chapter Six (6) of the Constitution of Kenya, 2010, thus; -

(a) Clearance by the Ethics and Anti-Corruption Commission.

(b) Tax Compliance Certificate from Kenya Revenue Authority (KRA).

(c) Certificate of Good Conduct from the Directorate of Criminal Investigations (DCI).

(d) Clearance by the Higher Education Loans Board (HELB).

(e) Credit Reference Bureau Clearance.

**Public officers must provide written authorization from their respective employers before appointment in line with the requirements of the Conflict of Interest Act, 2025.*

TERMS OF SERVICE

- (1) Board Members shall serve on a part-time basis for a term of three (3) years and shall be eligible for re-appointment for one further term only, subject to satisfactory performance and statutory provisions.
- (2) Remuneration and allowances shall be paid in accordance with prevailing government guidelines for State Corporations.



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IMPORTANT NOTES:

- (1) Three (3) shall be reserved for the following categories:
 - a. **YOUTH (1 SLOT),**
 - b. **WOMEN (1 SLOT),**
 - c. **PERSONS LIVING WITH DISABILITY (PLWD) (1 SLOT)**
- (2) Applicants should provide all the details requested for in the advertisement.
- (3) Applicants shortlisted for interview will be required to produce **original copies of their National ID & professional and academic certificates.**
- (4) Details of academic and professional certificates not obtained by closure of the advert should not be included or considered.
- (5) Only shortlisted and successful applicants will be contacted.
- (6) Canvassing in any form will lead to automatic disqualification.
- (7) The Institute is committed to implementing the provisions of the Constitution – Chapter 232 (1) on fair competition and merit, representation of Kenya’s diverse communities and affording equal employment opportunities to men and women, members of all ethnic groups and persons with disabilities.
- (8) Shortlisted candidates shall be required to produce originals of their National Identity Card, academic and professional certificates and transcripts during interviews.
- (9) It is a criminal offence to present fake certificates/ documents.

Interested applicants should email their duly signed application letter; updated CV indicating names of at least three (3) professional referees; copies of academic certificates and professional certificates; and a copy of their National ID indicating **“Application for KISEB Board Member”** in the subject line of the email, **on or before Monday, 16 March 2026 at 11:59pm (East African Time).**

HOW TO APPLY

Address your application to:

Council Chairperson
Kenya Institute of Supplies Management
KISM Towers, 12th Floor,
P.O. Box 30400-00100;
NAIROBI;
Phone No: +254 111 024 800



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Applications to be submitted in soft copy via email to; chairperson@kism.or.ke. Or in Hard Copy via the designated address. The Deadline for Submission: Applications should reach the Institute on or before Monday, 16 March 2026 at 11:59pm (East African Time).

"Nurturing Competent and Ethical Supply Chain Professionals in Kenya"