



Ref. No. CC/SC/2026/ADV.01

20 February 2026

STATUTORY COMMITTEES UNDER THE SUPPLIES PRACTITIONERS MANAGEMENT ACT, CAP 537

CALL FOR APPLICATIONS - **MEMBER** OF THE REGISTRATION COMMITTEE UNDER THE SUPPLIES PRACTITIONERS MANAGEMENT ACT, CAP 537

The Registration Committee is established under **section 15** of the Supplies Practitioners Management Act, Cap 537 ("the Act"). **The Registration Committee is constituted of –**

- (a) a Chairperson who shall be appointed by the Council from amongst members of the Council;
- (b) two persons who shall be qualified supplies practitioners appointed by the Council from amongst the members of the Institute;
- (c) one person nominated by the Federation of Kenya Employers;
- (d) the Attorney-General or his representative nominated by him in writing;
- (e) one person nominated by the Kenya National Examination Council;
- (f) one person nominated by the Director-General of the Public Procurement Regulatory Authority;
- (g) the Registrar, appointed by the Cabinet Secretary on the recommendation of the Council.

THE FUNCTIONS OF THE REGISTRATION COMMITTEE ARE TO –

- (a) receive applications for registration;
- (b) approve applications for registration and grant of practising certificates and licenses in accordance with the provision of this Act;
- (c) monitor compliance with professional, quality assurance and other standards published by the Council for observance by the members of the Institute;
- (d) prescribe regulations to govern quality assurance programmes including actions necessary to rectify deviations from published standards;
- (e) where appropriate and based on the results of a quality assurance investigation recommend to the Council that a member's conduct be referred for inquiry under section 23;
- (f) advise the Council on matters pertaining to professional and other standards necessary for the achievement of quality assurance;
- (g) perform any other functions connected therewith or incidental thereto.



KENYA INSTITUTE OF SUPPLIES MANAGEMENT

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VACANCIES AVAILABLE

As provided in section 15 of the Act, two (2) 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 Registration Committee:

- (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) At least five (5) years' experience in Supply Chain Management;
- (5) Minimum of a Bachelor's Degree in Procurement and Supply Chain Management or any other Business-related Course.
- (6) Professional Qualification in Procurement and Supply Chain Management or any other recognised by KISM such as CPSP-K.
- (7) Compliance with Chapter Six (6) of the Constitution will be mandatory for successful candidates, 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.*

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 Registration Committee Member*" in the subject line of the email, **on or before 16 March 2026 at 11:59pm (East African Time).**

TERMS OF SERVICE

- (1) Committee 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.



KENYA INSTITUTE OF SUPPLIES MANAGEMENT

Promoting Professionalism in Supply Chain Management

- (2) Remuneration and allowances shall be paid in accordance with prevailing government guidelines for State Corporations.
- (3) The nature of business will be on need-basis.

IMPORTANT NOTES:

- (1) One Slot (1) shall be reserved for the **YOUTH**. Please specify accordingly in your application on the subject email and/or on the envelop for hard copy application.
- (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.

HOW TO APPLY

Address your application to:

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

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”