

# **THE COMMISSION ON ADMINISTRATIVE JUSTICE**



*"Hata mnyonge ana haki"*

## **ASSISTANT MANAGER SUPPLY CHAIN**

**JOB TITLE: ASSISTANT MANAGER SUPPLY CHAIN**

**REPORTING TO: SUPPLY CHAIN MANAGER**

**DIRECTORATE: FINANCE AND ADMINISTRATION**

**UNIT/DEPARTMENT: SUPPLY CHAIN**

**JOB GRADE- CAJ 6**

## **JOB PURPOSE**

To coordinate the procurement of goods, works, services and consultancy for the Commission and ensure that procurement processes are carried out in line with Public Procurement and Assets Disposal Act 2015 and its regulations

## **MAIN RESPONSIBILITIES**

1. Coordinate the sourcing processes of goods, works and services
2. Coordinate preparation of departmental procurement plans
3. Consolidation of the Commission Annual Procurement Plan
4. To Authorize Payment of Supplier Invoice
5. Selection of suppliers to participate in a procurement process
6. Appraisal of purchase requisition from user departments
7. To approve issuance of stores supplies
8. Follow up on deliveries
9. Maintain and update asset records for all the inventory in the Commission
10. Maintain and safe custody of all procurement records and documents

## **COMPETENCES**

For appointment to this position, a candidate must:

1. Have Bachelor's degree in purchasing and supplies management or any other relevant course from a reputable organization.
2. Have at least eight (8) years post graduate working experience in supply chain management preferably in a Public Institution
3. A thorough understanding of the Public Procurement and Assets Disposal Act 2015
4. Possess a postgraduate diploma in procurement /supply chain management from a recognized institution of higher learning or a professional body –CIPS
5. Be a member of KISM in good standing
6. Computer Literate

## **ADVANTAGES**

1. Masters in Procurement and Logistics
2. Training in IFMIS-e procurement

## **INTEGRITY CLEARANCE**

In addition to the qualification set above, successful candidate will be required to submit the following clearances.

1. Ethics and Anti-Corruption Commission (EACC)
2. Directorate of Criminal Investigation (CID)
3. Kenya Revenue Authority (KRA)
4. Director of Public Prosecution (DPP)
5. High Education Loans Board (HELB)
6. A Credit Reference Bureau

**The Closing date is on 17th June 2016 at 4.30pm**

The Applications should be addressed to:

**THE COMMISSION SECRETARY  
COMMISSION ON ADMINISTRATIVE JUSTICE  
2ND FLOOR, WESTEND TOWERS – WAIYAKI WAY  
P.O.BOX 20414 CITY SQUARE 00200  
NAIROBI**