

**COUNTY PUBLIC SERVICE BOARD**

**P.O BOX 2362-00900**

**KIAMBU**



**VACANCY**

Kiambu County Public Service Board wishes to recruit competent and qualified person to fill the following position under Article 235 of the Constitution of Kenya, 2010 and the County Government Act, No. 17 of 2012.

**DEPUTY DIRECTOR SUPPLY CHAIN MANAGEMENT, JOB GROUP (CPSB 04) ONE (1)  
POST: V/NO. KCPSB/FEP/10/2021**

This position is responsible for the provision of leadership in the procurement function and ensure compliance to internal and external financial regulations, standing orders, public procurement legislations and electronic commerce (EC) directives.

**DUTIES AND RESPONSIBILITIES**

- Advise the department on procurement processes and provide guidance on supply chain management policy and contract design;
- Ensure Compliance with Public Procurement & Disposal Act 2005 and Regulations 2006;
- Monitor implementation of contracts and delivery schedules to ensure they are delivered on time to enable the county operations to run efficiently;
- Prepare, publish and issue of procurement opportunities which include Invitations to tender, Request for Quotation (RFQ), Request for Proposal (RFP) and Expression of interest in compliance to the relevant legislations;
- Prepare departmental correspondences, notifications and execution of contracts;
- Implement and interpret policies on supply chain management for the county;
- Maintain accuracy of procurement records and ensure compliance with procurement plan (forecast and plan as per requirements);

- Compile procurement status reports to inform the decision making on the compliance to the annual procurement plans.

## **REQUIREMENT FOR APPOINTMENT**

- Master degree in Purchasing and Supplies Management, Supplies Chain Management, Supply Chain and Logistics Management, Procurement and Logistics or equivalent from a recognized university;
- Bachelor degree in Logistics and Supply Chain Management, Supplies Management, Purchasing and Supplies Management or related field from a recognized university;
- Demonstrated professional competence, administrative capabilities and initiative in the general organization and management of supply chain management issues and possess thorough understanding of supply chain management issues and emerging supply chain management trends and techniques;
- Certified Purchasing and Supplies Management (CIPS) Section IV or Certified Procurement and Supply Professional – K (CPSP-K) is an added advantage;
- A member of the Kenya Institute of Supplies Management (KISM) and in good standing;
- Must have attended a management course lasting not less than three weeks
- Computer Literacy;
- Demonstrate knowledge of budgeting skills;
- Knowledge of relevant legislations such as the County Government Act, County Government Development objectives, Vision 2030, and Public Procurement and Disposal Act 2005 and its regulations;
- Knowledge of Public Procurement systems such as IFMIS;
- Satisfy the requirement of Chapter Six (6) of the Constitution of Kenya 2010 on leadership and integrity;
- Eight (8) years of relevant work experience of which three (3) years must have been in a senior management position from a reputable organization or served 3 years as an Assistant Director Supply Chain Management.

### **How to apply**

All applicants should submit their applications together with copies of their detailed curriculum vitae with names, address and telephone contacts of three referees. Academic and professional certificates, testimonials, national identity card or passport and any other supporting documents.

Hand delivered applications should be dropped in the specific box provided at the County Public Service Board offices, Room 103, first floor at Thika Sub-County offices between 8.00 a.m and 5.00 p.m on weekdays.

Applicants should seek clearance from and attach copies or evidence thereof of the CURRENT (valid in 2021) documents below.

- Kenya Revenue Authority
- Ethics and Anti-corruption Commission
- Criminal Investigation Department (Certificate of Good Conduct)
- Higher Education Loans Board (HELB)
- Credit Reference Bureau (CRB)

Applications should reach the undersigned on or before 2<sup>nd</sup> July, 2021 at 5.00 pm.

The Secretary  
County Public Service Board  
P O Box 2362 - 00900  
KIAMBU

Please Note:

- i. Only short listed and successful candidates will be contacted.
- ii. Canvassing in any form will lead to automatic disqualification.
- iii. Short listed candidates shall be required to produce originals of their National Identity Card, academic and professional certificates and transcripts during interviews.
- iv. The County Public Service Board is committed to availing equal employment opportunities to all Kenyans. People with disabilities, the marginalized and the minorities are encouraged to apply.

**Disclaimer**

*The County Public Service Board does NOT Charge any fee in the recruitment process, candidates should report to Police any one/number calling to solicit for cash from the applicants.*