



Salaries & Remuneration
Commission
Rewarding productivity

JOB DESCRIPTION FOR SENIOR OFFICER- SUPPLY CHAIN MANAGEMENT

Job Title	Senior Officer - Supply Chain Management
Grade	RL 5
Corporation/Organization	Salaries and Remuneration Commission
Directorate	N/A
Department	Supply Chain Management
Division	N/A
Section / Unit	Supply Chain Management
Location / Work Station	Nairobi (Head Office)

Reporting Relationships	
Reports to	Reports to the Head of Supply Chain Management
Direct Reports	Supply Chain Management Officer
Indirect Reports	Supply Chain Management Assistant

Job Purpose
This role is responsible for the implementation of strategies, policies and manuals in the Commission's supply chain management function in accordance with the Public Procurement and Asset Disposal Act (PPADA), 2015 and Public Procurement and Asset Disposal Regulations (PPADR), 2020.

Key Responsibilities/ Duties / Tasks
I. Managerial / Supervisory Responsibilities
<ol style="list-style-type: none">i. Provides input in the development of procurement and stores guidelines and manuals to streamline, standardize and ensure integrity of procurement and asset disposal processes;ii. Lead the development and performance management of staff that report to the position for the achievement of both the individual and departmental goals;iii. Identify and evaluate risks and implications of the departmental activities;iv. Provide input into the departmental work plans and compile budget estimates to inform the departmental planning process;v. Motivate, mentor and coach staff that report to the position;vi. Identify training needs and propose training programs for departmental staff;

II. Operational Responsibilities / Tasks

- i. Develops tender documents, coordinate evaluation, provide technical advice during evaluation of tender.
- ii. Assist in the consolidation of the Commission Annual Procurement Plan and Asset Disposal Plan.
- iii. Drafts contracts, supplier correspondence, award and regret letters.
- iv. Maintain and update the asset register of the Commission.
- v. Assist in monitoring of projects, contracts and acts as secretary in the Project Implementation Team.
- vi. Drafts of Department work plans and assist in continuous performance monitoring and reporting.
- vii. Acts as the risk champion of the Department.
- viii. Develops statutory reports, (EACC, PPRA reports) to be submitted to all relevant authorities periodically.
- ix. Drafts clarifications to bidders, addendums and any amendments to tender documents
- x. Carry out market surveys and research to inform continuous improvement initiatives for the supply chain function.
- xi. Carry out market surveys and research to inform continuous improvement initiatives for the supply chain management function
- xii. Acts as the sourcing buyer in the IFMIS Portal.
- xiii. Periodically assist in the evaluating and updating the list of registered suppliers.
- xiv. Assist in the development, motivation and management the performance of the team and ensure continuous alignment to the goals and values of the Commission.
- xv. Report all procurement proceeding in the PPIP Portal periodically.
- xvi. Acts as secretary during negotiations, due diligence and performance evaluation of supplier's exercise.

Job Dimensions:

I. Financial Responsibility

N/A

II. Responsibility for Physical Assets

- i. Computer
- ii. Office furniture and equipment

III. Decision Making / Job Influence

- i. Operational
- ii. Analytical

IV. Working Conditions

Office setting with occasional travel out of office.

Job Competencies (Knowledge, Experience and Attributes / Skills).

Academic qualifications

Bachelor's degree in Purchasing and Supplies Management or related field from a recognized university with Diploma in Supplies Management.

Professional Qualifications / Membership to professional bodies
Member of Kenya Institute of Supplies Management (KISM) in good standing. Valid practicing license from KISM.
Previous relevant work experience required.
Minimum of six years' working experience in a comparable position from a reputable organization

Functional Skills, Behavioral Competencies/Attributes:
<ul style="list-style-type: none">i. Meets the requirements of Chapter Six of the Constitution of Kenya.ii. Ability to deliver results in a complex and dynamic environment.iii. Ability to identify customer needs and deliver service excellence.iv. Knowledge of Public Procurement and Asset Disposal legislation and applicable standards.v. High level of interpersonal skills.vi. Ability to work with minimum supervision and under strict timelines.vii. Report writing and presentation skills.viii. High level of attention to detail.ix. Knowledge of relevant computer applications; andx. Excellent analytical and communication skills.

APPLICATION PROCESS

1. Interested and qualified persons are requested to register and apply to [the SRC E-recruitment Portal](#).
2. All applications should be uploaded together with detailed Curriculum Vitae, a copy of ID/Passport, copies of academic certificates, testimonials and any other relevant supporting documents. Hard copies and email applications shall not be considered.
3. Those who might have applied for the re-advertised positions are encouraged to re-apply.
4. Successful candidates MUST submit all clearances in relation to Chapter six before on boarding.

The application letter should be addressed to:

**THE COMMISSION SECRETARY/CEO,
Salaries & Remuneration Commission,
Williamson House,
6th Floor 4th Ngong Avenue,
P.O Box 43126-00100,
NAIROBI.**

To be received on or before 26th February, 2025

The Commission is an equal opportunity employer and the Marginalized and Persons with disabilities are encouraged to apply. Only Shortlisted candidates will be contacted