JOB DESCRIPTION FOR THE SUPPLY CHAIN OFFICER

Job Title	Supply Chain Officer
Grade	RL 6
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 Principal Supply Chain Officer
Direct Reports	Supply Chain Assistant
Indirect Reports	
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	
(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) Supervise and evaluate the performance of staff reporting on this position;
(vi) Motivate, mentor and coach staff that report to the position;
(vii) Identify training needs and propose training programs for departmental staff;

II. Operational Responsibilities / Tasks

(i) Implement the policies, procedures and manuals to of the supply chain function to safeguard the integrity of the procurement processes of the Commission;
(ii) Prepare and distribute of procurement and asset disposal opportunities including invitation of tender, request for quotation and proposal, registration of suppliers and expression of interest;
(iii) Creates and links selected suppliers in the IFMIS portal for response of quotations;
(iv) Drafts clarifications to bidders, addendums and any amendments to tender documents;
(v) Manage the office petty cash for purchase of office consumable;
(vi) Upload of the procurement plan in the IFMIS;
(vii) Coordinate sourcing process and creation of purchase order in the IFMIS System to facilitate payments;
(viii) Liaise with suppliers to ensure appropriate response in the IFMIS payment process;
(ix) Reviews the prepared of draft artwork and tender notices for advertising on dailies;
(x) Provides secretarial services to the evaluation, negotiation, inspection and acceptance committees;
(xi) Verifies draft local purchase orders (LPO) and local service orders (LSO);
(xii) Drafts contracts, supplier correspondence, award and regret letters;
(xiii) Verifies tenders to be uploaded in the Public Procurement Information Portal (PPIP) and the Commission's website;
(xiv) Post tender awards details, contracts and any other relevant information to the Public Procurement Information Portal (PPIP), Commission website and Information Financial Management Information System (IFMIS);
(xv) Draft monthly contract status report, invoice status and store report for the Commission;
(xvi) Coordinate inspection and acceptance of goods and services received and prepares a report;
(xvii) Coordinate payment of pending bills in the IFMIS System;
(xviii) Coordinate with suppliers and service providers on resolving operational issues to maintain positive relations;
(xix) Develop and administer the supplier performance tools and analyse the performance of suppliers engaged by the Commission;
(xx) Ensure compliance with government circulars, and statutory requirements relating to public procurement and asset disposal matters;
(xxi) Update periodically the list of registered suppliers for the Commission;
(xxii) Develop the periodic reports for submission to the National Treasury, PPRA, Ethics and Anti- Corruption Commission on matters relating to procurement and asset disposal;
(xxiii) Liaise with User departments to identify obsolete and unserviceable stores for disposal;
(xxiv) Coordinate periodic and annual stock taking for prudent inventory management;
(xxv) Carry out market surveys and research to inform continuous improvement initiatives for the supply chain management function;
(xxvi) Prepare a monthly report on the PPIP published tenders; and
(xxvii) Develop individual work plans, monitor own performance and seek requisite support to ensure delivery of agreed target.

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 or related field 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.
Three years' working experience a comparable position from a reputable organization
Functional Skills, Behavioral Competencies/Attributes:
(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; and (x) Excellent analytical and communication skills.

APPLICATION PROCESS

1. Interested and qualified persons are requested to register and apply on the SRC E-

recruitment Portal **https://recruitment.src.go.ke**. Details of the positions are in the Commission website under Careers Section.

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. Successful candidates MUST submit all clearances in relation to Chapter six before onboarding.

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

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 10th June, 2025