


## ASSISTANT MANAGER SUPPLY CHAIN MANAGEMENT

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|  | <b>JOB TITLE</b>                   | Assistant Manager, Supply Chain Management |
|   | <b>DIRECTORATE/<br/>DEPARTMENT</b> | Supply Chain Management Department         |
|   | <b>GRADE/LEVEL</b>                 | IRA 5                                      |
|   | <b>IMMEDIATE SUPERVISOR</b>        | Manager, Supply Chain Management           |

### a) Job purpose

The position is responsible for the operations management of the Supply Chain Management function. Advising the user department on the best procurement practices while ensuring there is continuous availability of goods, work and services to ensure seamless operations.

### b) Job specifications

Duties and responsibilities will entail:

#### I. Managerial/Supervisory responsibilities

- (i) Develop Supply Chain management processes, procedures, legislation for effective and efficient operations;
- (ii) Develop draft contracts in conformance and compliance tender documents to ensure compliance with legislation and protection of Authority's interests;
- (iii) Ensure preparation of professional opinion to the Accounting Officer in compliance with PPADA and the Regulations;
- (iv) Prepare professional opinion to the Accounting Officer in compliance with PPADA and the Regulations;
- (v) Develop and Implement and enforce regulations and policies on supply chain management that aligns to the Corporate Strategy;
- (vi) Develop, review, and maintain supplier selection, evaluation methods and performance strategies to improve their effectiveness and efficiency;
- (vii) Support users in conducting market research, advice on budget estimates as well as guiding in the preparation of appropriate tender documents;
- (viii) Implement all supply chain for goods, works and services in the Authority and discharge of duties in line with the Public Procurement & Asset Disposal Act and Regulations;
- (ix) Review the preparation of statutory reports to PPRA and other reports for goods, works and services and recommend for submission;
- (x) Develop supplier relations for effective performance contract and delivery goods, works and services;

- (xi) Compile and Divisional Annual Procurement and Disposal Plan in liaison with all head of departments;
- (xii) Develop all risks related to procurement and contract management by ensuring that appropriate controls are instituted and implemented to mitigate and eliminate the risks
- (xiii) Develop and implementation of the Department's implementation of Quality Management System, risk management and knowledge management to ensure compliance.
- (xiv) Coordinate and review posting of tenders and information to the relevant IRA websites and Government

## **II. Operational Responsibilities / Tasks**

- (i) Participate and offer secretariat aspect of procurement committees that are in conformance with the Act and Regulations;
- (ii) Compiling supply chain management data;
- (iii) Implement and enforce regulations and policies on supply chain management;
- (iv) Prepare analyse supply chain estimates of expenditure;
- (v) Verify and participate in the disposal of Assets;
- (vi) Coordinate and analyse the material receipt from suppliers and issues to contractors; carrying out internal monitoring and evaluation of goods and services;
- (vii) Lead and participate in stock taking exercise;
- (viii) Prepare any analyse stocks reconciliations;
- (ix) Ensures suppliers are paid promptly by processing and passing the payment documents to finance within the specified period;
- (x) Supervise stores operations;
- (xi) Plan, coordinate and execute timely and quality supply chain operations;
- (xii) Prepare appropriate tender documents in liaison with the user departments.
- (xiii) Participate in the evaluation of tenders, proposals, quotations and offer secretarial services;
- (xiv) Participate in the Inspection & Acceptance of goods, works and services and prepare inspection report;
- (xv) Prepare of annual and revised procurement and disposal plans;
- (xvi) Maintain proper procurement records to ensure adequate audit trail;
- (xvii) Conduct periodic market survey for goods, works or services;
- (xviii) Keeping track of tenders in progress and generating status reports.
- (xix) Responsible for tender box opening of tenders, proposals, quotations;
- (xx) Preparation of tender advertisement in the local press and posting them on IRA and State Portal website;
- (xxi) Assist manage contracts with the user departments and report any variations in contract terms and conditions

## **c) Person specification**

- (i) Masters' degree in Procurement and Supplies management, Logistics and Supply Chain Management, Economics, Business Administration, Commerce, Entrepreneurship or relevant field from a recognized institution;
- (ii) Bachelor's degree in any of the following disciplines: Supply Chain Management and Logistics, Commerce/Business Administration (Supplies Management option) Or relevant qualification from a recognized institution;
- (iii) Membership to Kenya Institute of Supplies Management(MKISM) or Chartered Institute of Purchasing and Supplies(CIPS) or equivalent
- (iv) Management Course lasting not less four (4) weeks
- (v) Supervisory Course for not less than two (2) weeks
- (vi) Proficiency in IT with working experience gained in an automated ERP environment
- (vii) Six (6) years relevant experience
- (viii) Meets the provisions of chapter six of the constitution

**d) Competencies and skills**

- (i) Strong negotiation skills
  - (ii) Strong communication and presentation skills
  - (iii) Good mentorship and coaching skills
- Leadership and supervision skills