
MANAGER SUPPLY CHAIN MANAGEMENT, PROJECT SERVICES & OFFICE OPERATIONS
– (KET 4) (1 POSITION) REF: KET/5/1C/40/204/VOL I – B (04/24) ON PERMANENT & PENSIONABLE TERMS

Reporting to the Senior Manager, Supply Chain Management

Job purpose

This job is responsible for facilitating office operations and project services in accordance with the Company procurement plan, Public Procurement and Asset Disposal Act (PPADA) 2015 and the Regulations thereunder.

Key Responsibilities;

- i). Providing leadership to Staff in the Division;
- ii). Articulating operational & project guidelines, manuals, procedures in line with the public procurement law and development partners/financiers' rules & regulations;
- iii). Coordinating development of an annual procurement plan for the Company;
- iv). Coordinating disposal of idle assets in the Company;
- v). Managing staff job performance and evaluation, career development and capacity building
- vi). Guiding on procurement processes and procedures to user Departments;
- vii). Coordinating secretariat services to the tender opening, evaluation, contract implementation teams, inspection & acceptance, and disposal committees;
- viii). Overseeing project and contract management process that is planning, implementation, monitoring & evaluation, reporting, closure and post project implementation;
- ix). Implementing of supply chain related board resolutions;
- x). Advise on Advanced Procurement Solutions Such as SAP S/4 Hana & Sap Ariba and Exploring Best Practices
- xi). Managing staff job performance, career development, capacity building and deployment of skills;
- xii). Overseeing internal processes and workflows for operational effectiveness;
- xiii). Preparing the Division's annual budget, procurement and work plan;
- xiv). Managing the implementation of legal risk mitigation measures and updating of the Division's Enterprise Risk Register;
- xv). Coordinating the project procurement processes in the function;
- xvi). Advising on advanced procurement solutions and exploring best practices.

- xvii). Advising on project bid proposals for award of contracts;
- xviii). Submitting contract agreements to the respective parties for signature;
- xix). Supervising preparation of statutory reports to authorizing agents;
- xx). Guiding on selection of vendors for procurement of goods, works and services;
- xxi). Coordinating implementation of contracts for goods, works and services with respective user Departments and external contractors;

- xxii). Participating in contract management, implementation and monitoring for transmission lines & substations;
- xxiii). Engaging suppliers and service providers to enhance business;
- xxiv). Preparing the Division's annual budget, procurement and work plans;
- xxv). Accounting for resource use in line with prevailing laws, policies and regulations;
- xxvi). Providing oversight in quality assurance for the Division;
- xxvii). Coaching and mentoring staff in the Department.

Qualifications & Skills required

- i). Must have Master's Degree in a relevant field with Bachelor's degree in Procurement/Purchasing/Supply Chain Management or related field from a recognized institution
- ii). Full Member of the Kenya Institute of Supplies Management (KISM) Or Chartered Institute of Purchasing (CIPS) In Good Standing
- iii). Valid Practising Licence from The Kenya Institute of Supplies Management (KISM)
- iv). Leadership and management course lasting not less than four weeks from a recognized institution;
- v). A minimum of eight (8) years relevant work experience.

Working condition - Office setting and field visits

<https://forms.office.com/r/5WsmW7x92c>

MANDATORY REQUIREMENTS FOR ALL POSITIONS

Applicants MUST provide the following documents on application:-

- i). A Signed application letter;
- ii). A detailed Curriculum Vitae indicating current and previous employers, positions held, level of education, current and expected salary, notice period required to take up appointment and names of at least three professional referees;
- iii). Copies of academic and professional certificates; and
- iv). Copy of National Identification Card or Passport.

Important Information to note:

- i). Candidates should provide all the details requested for in the advertisement. It is an offence to include incorrect information in the application;
- ii). Only shortlisted and successful candidates will be contacted;

- iii). Canvassing in any form will lead to automatic disqualification;
- iv). Shortlisted candidates shall be required to produce originals of their National Identity Card, academic and professional certificates during interviews; and
- v). It is a criminal offence to present fake certificates/documents.

Only Successful candidates will be expected to present the following Chapter Six Clearance Certificates : -

- a) Valid Certificate of Good Conduct from the Directorate of Criminal Investigations;
- b) Valid Clearance Certificate from Higher Education Loans Board (HELB);
- c) Valid Tax Compliance Certificate from Kenya Revenue Authority (KRA);
- d) Current Clearance from the Ethics and Anti-Corruption Commission (EACC); and
- e) Current Report from an approved Credit Reference Bureau (CRB).

The Company is an Equal Opportunity Employer and is committed to implementing the provisions of the Constitution – Chapter 232 (1) on fair competition and merit, representation of Kenya’s diverse communities and affording equal employment opportunities to men and women, members of all ethnic groups and persons with disabilities. **THEREFORE, PEOPLE WITH DISABILITIES, THE MARGINALIZED, THE MINORITIES AND FEMALE CANDIDATES ARE ESPECIALLY ENCOURAGED TO APPLY.** Applications without the relevant qualifications, copies of documents/details as sought for will not be considered. Any form of canvassing and giving false information shall lead to automatic disqualification. *Only shortlisted candidates shall be contacted.*

Interested candidates fulfilling the required qualifications should submit their application clearly indicating the position applied for and vacancy Reference No. as the subject heading via the **joblink** posted on KETRACO website.

NOTE: These positions are open to **KENYAN Citizens ONLY.**

The successful candidates for the positions will be offered competitive remuneration package in accordance with the Company guidelines. Candidates who meet the above requirements should submit their applications by 19th April 2024 at 5.00pm so as to reach:-

**The Managing Director,
Kenya Electricity Transmission Company Limited,
KAWI COMPLEX, 4th Floor,
Popo Road, South C, along Red Cross Road,
P.O. Box 34942 – 00100,
NAIROBI.**

Please note that applications will ONLY be via joblink, hard copies shall not be considered. Indicate the position reference number as the subject heading candidates MUST fill an online form on our website.

