

SUPPLY CHAIN ASSISTANT STORES & WAREHOUSE – (KET 7) TWO (2) POSITIONS REF: KET/5/1C/40/83/VOL III – B (04/2024) ON PERMANENT & PENSIONABLE TERMS

Reporting to the **Supply Chain Officer (Stores and Warehouse)**.

Job purpose

This Job is responsible for implementing the strategic procurement of goods, works services, inventory management and disposal in accordance with the Public Procurement and Asset Disposal Act (PPADA) 2015 and attendant regulations 2020. The job holder implements the procurement plan and processes of the Logistics section (Operations & Maintenance and Stores & Warehouses) of the Supply Chain department.

Key Responsibilities;

- i). Ensuring compliance with all Public Procurement Statutory and Legal Requirements in the organization;
- ii). Compiling and Implements stores functions and processes for the Operation and Maintenance Section of the department by maintaining inventory within the stores;
- iii). Implementing storage and warehousing functions in line with the requirements of the PPADA 2015;
- iv). Participating and providing secretariat services in all procurement and asset disposal committees including receipt and issuance of goods in the stores, inspection & acceptance, and disposal committees;
- v). Maintaining safe custody of the procurement and asset disposal documents and records for the prescribed period;
- vi). Retrieving information, as and when required for review and compliance purposes;
- vii). Participating in regional and central stores and conduct quarterly and annual stock taking;
- viii). Preparing system request for goods received notes, service entries and invoices to facilitate the procure to pay process;
- ix). Preparing statutory reports in line with stores and warehousing;
- x). Implementing inventory management to ensure optimal stock levels are maintained in all regional stores and warehouses in the organization;
- xi). Compiling lists for disposal of idle, obsolete and redundant materials in Regional Stores and Sites;
- xii). Ensuring Safety, Security and Cleanliness in the Storage Facilities.

Qualifications & Skills required

- i). Diploma in Procurement/Purchasing/Supply Chain Management or related field from a recognized institution.
- ii). Associate member of Kenya Institute for Supplies Management (KISM).

Working condition - Office setting & Field visits for operations of regional stores and warehouses.

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.