Kenya Electricity Transmission Company Limited
"Stable Power Grid - Mfumo Thabiti wa Umeme"

ASSISTANT MANAGER, SUPPLY CHAIN MANAGEMENT, LOGISTICS (KET 4) ONE (1) POSITION REF: KET/5/1C/40/248 VOL I – B (11/2026) ON PERMANENT AND PENSIONABLE

Reporting to **Manager, Supply Chain Management.**

Job Purpose

This job is responsible for procurement of goods, works, services, inventory management and disposal in accordance to the Public Procurement and Asset Disposal Act (PPADA) 2015 and regulations thereunder.

Key Responsibilities

i). Providing leaderships to staff in the Division;
ii). Ensuring compliance with public procurement statutory and legal requirements in the Company;
iii). Participating in rendering professional advice and opinion on procurement processes and procedures to the Accounting Officer and user Departments;
iv). Preparing and implementing the consolidated procurement and disposal plans in line with the approved budget;
v). Coordinating procurement of goods, works and services;
vi). Coordinating disposal of obsolete assets in line with PPADA requirements;
vii). Preparing and publishing tender notices and contract awards on various platforms;
viii). Coordinating all regional and central stores and conduct quarterly and annual stock taking.
ix). Assisting in managing staff job performance and Evaluation, Career Development and Capacity Building
x). Implementing clearing & forwarding, transportation and handling services of the Company;
xi). Participating in development of innovative procurement solutions
xii). Preparing and reviewing of tendering/ bidding documents;
xiii). Participating in the identification of project consultants, suppliers and contractors;
xiv). Ensuring contract preparation, implementation, and management and monitoring for goods, works and services.

xv). Maintaining safe custody of the procurement and asset disposal documents and records for the prescribed period;
xvi). Presenting of procurement information as and when required for review and compliance purposes;
xvii). Providing secretariat services to the tender opening, evaluation, contract implementation teams, inspection & acceptance, and disposal committees.
xviii). Undertaking supplier selection, registration, maintain relationships/ engagement and periodic performance appraisal;
xix). Preparing the Division's annual budget, procurement and work plans;
xx). Participating in procurement and asset disposal committees;
xxi). Preparing and implementing of procurement and asset disposal committees' reports and resolutions;
xxii). Initiating system approvals to facilitate procure to pay process;
xxiii). Implementing and supervising inventory management to ensure optimal stock levels are maintained in all regional stores and warehouses in the Company;
xxiv). Preparing draft statutory reports to PPRA and other reports;
xxv). Monitoring market surveillance and analysis on goods and services to produce reliable statistics to improve the purchasing planning and budgeting process;
xxvi). Coaching and mentoring Divisional staff.

Qualifications & Skills required

i. Master's degree in any of the following fields: - Procurement, Business Administration, Strategic Management, or equivalent qualification from a recognized institution;
ii. Bachelor's degree in any of the following fields: - Procurement, Commerce, Business Management/Administration or equivalent qualification from a recognized institution;
iii. Certified Procurement and Supply Professional of Kenya (CPSP-K) Course or equivalent qualifications from a recognized and accredited institution;
iv. Certificate in Leadership Course lasting not less than Four (4) weeks from a recognized and accredited institution;
v. Membership to Kenya Institute of Supplies Management (KISM) or relevant professional body;
vi. Cumulative period of twelve (12) years' relevant work experience, three (3) of which should have been in the grade of Principal Supply Chain Management Officer or comparable position.

Working Conditions -- office setting with regular field assignments locally, regionally and internationally.

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) Certificate of clearance 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. ***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. Hard copies shall not be considered.

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 **4th December 2026 at 5.00pm** to reach: -

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