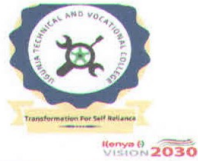




MINISTRY OF EDUCATION
STATE DEPARTMENT FOR VOCATIONAL AND TECHNICAL TRAINING
UGUNJA TECHNICAL AND VOCATIONAL COLLEGE
P. O. BOX 300-40606, UGUNJA. Tel 0791226786,
TEL: 0791226786
EMAIL: info@ugunjatvc.ac.ke



JOB ADVERTISEMENT!

DATE ADVERTISED: 3/11/2021

We wish to recruit competent and qualified Supply chain officer to fill the below position under Board of Management terms.

Job Title: Supply Chain Officer..... (1 post)

Job Type: Full Time

Job Category: Supply Chain

Essential Duties

- In liaison with the Principal, determine the college procurement needs and departmental specifications.
- Plan and coordinate the execution of procurement activities and ensure procurement best practice is followed using the detailed guidelines provided in the PPDA.
- Developing and reviewing procurement policies and strategies
- Spearheading periodic valuation of college assets, market research and surveys
- Conducting stock taking and ensuring safe custody of procured goods
- Ensuring proper interpretation and implementation of existing policies, regulations and procedures;
- Receive and review procurement requests and initiate procurement procedures for materials, equipment, supplies and services
- Monitoring supplier performance to asses' ability to meet quality and delivery requirements.
- Overseeing implementation and effective use of e-procurement system;
- Coordinating preparation and consolidating procurement budgets and plans
- Maintain appropriate records such as vendor quotations, purchasing requisitions, purchase orders and reports to ensure that the procurement process, decision, and contractual agreements are accurately documented for accountability and audit purposes.
- Assist in any internal and external audits and the maintenance of a running list of previous audit recommendations and the status of their implementation.
- Analyzing invoices against receiving reports before authorization of payment to suppliers and making follow-ups to ensure suppliers are paid on time.
- Initiating the process of disposal of unserviceable, obsolete and surplus stores and equipment.

Requirements/Qualifications

A candidate must have served in the post of Supply Chain Officer or its equivalent for a minimum period of two (2) years in a comparable institution

- Diploma in Supply Chain Management/ Procurement from a reputable institution.
- Member of KISM/CIPS.
- Fulfilled the requirements of chapter six (6) of the Constitution of Kenya.
- Basic proficiency in computer applications and programs including e-mail and Microsoft Office.
- Excellent communication and interpersonal skills.
- Extremely well organized and self-driven/directed individual with sound technical skills and analytical ability.

METHOD OF APPLICATION

Interested and qualified individuals should send their application letters with detailed CVs, copies of academic and professional certificates and other testimonials together with national identity card so as to reach the undersigned not later than 19 November, 2021.

The Principal
Ugunja Technical Training College
P. O. Box 300-40606

Ugunja.
Email address: ugunjatechcollege@gmail.com

Ugunja Technical Training College is an equal opportunity employer

Approved for Circulation
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