

Deputy Director Supply Chain Management

Gross salary: Consolidated (KDIC Scale 3)

Leave allowance: As per KDIC approved rate

Annual Leave: 30 working days per financial year

Medical Cover: As provided in the KDIC Medical Scheme

Terms of Service: 5-year Contract renewable based on performance

a) Duties and Responsibilities of the job holder entail:

- i. Coordinate the formulation, implementation and review of the Procurement Strategy and Plan in line with the existing laws and accompanying regulations in order to realize the set corporate strategic objectives and goals;
- ii. Organize the development, implementation and review of procurement policies and procedures to ensure the Corporation achieves its strategic objectives;
- iii. Direct the establishment, implementation and review of Procurement documentation and reporting systems to ensure efficiency in the management of Supply Chain Management function;
- iv. Steer good practices on supply chain matters for compliance with relevant legislations, processes, and procedures by the Corporation;
- v. Manage the procurement and contract implementation in the Corporation;
- vi. Manage all stakeholders in the supply chain by providing advice and responding to all procurement related matters as well as maintain positive relationship to enhance and improve service delivery;
- vii. Formulation of appropriate internal controls to Identify, monitor and mitigate strategic risks in the supply chain;
- viii. Development and implementation of an inventory control and stores management system at the Corporation to ensure value for money;
- ix. Coordinate the preparation, implementation and review of the Corporation's Annual Procurement and Disposal Plan in line with the Corporation's fiduciary responsibilities;
- x. Coordinate the development, implementation and review of requisite framework on asset disposal process of Corporation and banks/financial institutions in liquidation;

- xi. Organize market research and survey initiatives to identify sources of supply and ensure value for money;
- xii. Coordinate the development of procurement reports in line with the Public Procurement & Disposal Act, 2015;
- xiii. Create and manage of internal control system to safeguard and ensure validity of the tender security, performance security and professional indemnity certificates;
- xiv. Create initiatives to foster creativity, innovation, and adoption of technology in supply chain management in the Corporation;
- xv. Coordinates with the relevant Government agencies on all matters relating to procurement and asset disposal on behalf of the Corporation;
- xvi. Initiate the advertisement of tenders, evaluation process and provide professional opinion to the Chief Executive Officer for decision making on the procurement or asset disposal proceedings;
- xvii. Organize issuance of clarifications to bidders, addendums, and any amendments to tender documents and publication within the required timelines;
- xviii. Organize the sensitization of Supply Chain Management stakeholders on the Public Procurement regulations and trends to ensure compliance;
- xix. Coordinate the development and implementation of departmental annual budgets, workplans and procurement plan;
- xx. Conduct appraisal of officers within the Section at the Supply Chain Management department;
- xxi. Plan the negotiations with suppliers to ensure Corporation achieves value for money;
- xxii. Implement the Quality Management System and other ISO systems in the department;
- xxiii. Coordinate the development, implementation and review of the Corporation's annual procurement plan in line with approved budget;
- xxiv. Coordinate the preparation and review of purchase orders for goods, works and services procured; and
- xxv. Coordinate the development and implementation of an efficient procurement system to ensure conformance with best practices and ensure compliance with regulatory
- xxvi. framework,
- xxvii. Coordinate the development and implementation of the Corporation's annual procurement disposal plans and strategies,

- xxviii. Coordinate inspection and acceptance of goods and services received and prepare a report.
- xxix. Provide input in the development of innovative procurement and stores guidelines and manuals to streamline, standardize and ensure integrity of procurement and asset disposal processes.
- xxx. Provides input into the departmental work plans and compile budget estimates to inform the departmental planning process.
- xxxi. Identification and evaluation of risks and implications of the departmental activities.

b) Requirements for Appointment;

- i. At least ten (10) years' work experience five (5) of which should be in a management level
- ii. Bachelor's degree in Procurement, Business administration, Management, or its equivalent from a recognized university;
- iii. Master's degree in Procurement, Business Administration, or its equivalent from a recognized university is an added advantage;
- iv. Leadership course from a recognized institution is an added advantage
- v. Member of KISM or CIPS in good standing;
- vi. Valid Supplies Practitioners License;
- vii. Professional qualification from recognized institutions;
- viii. Proficiency in Computer Applications and;
- ix. Fulfil the requirements of Chapter 6 of the Constitution of Kenya 2010.