

DEPUTY DIRECTOR, SUPPLY CHAIN MANAGEMENT-JOB GROUP 'Q' ONE (1) POST

Duties and Responsibilities

Strategic/ Policy Responsibilities; the holder will assist the director supply chain management in the following functions;

- i. The management and coordination of the supply chain services in the county;
- ii. Developing the County Annual Procurement Plan and ensuring adherence to it;
- iii. Providing administrative guidelines on interpretation and implementation of Public Procurement and Disposal Act 2015 and the supporting regulations;
- iv. Analyzing supply chain management policies, rules, regulations, structures and systems;
- v. In liaison with other departments, provide guidelines on matters of procurement, contract design and implementation;
- vi. Preparing tender documents in accordance with the Public Procurement Act 2015 and coordinating the tendering process;
- vii. Determining and proposing methods and strategies of handling the supply chain management function;
- viii. Initiating and developing supply chain management policies and performance improvement strategies that are adaptive to the changing environment and technology;
- ix. Ensuring high professional supply chain management standards;
- x. Offering professional opinions to the Accounting Officers.
- xi. Oversee the annual and quarterly stock taking process as required to ensure optimum stock levels are maintained;
- xii. Lead key strategic procurement processes, risk analysis and mitigation, supply chain integrating, stock control, supplier evaluation and business intelligence; and
- xiii. Any other duty assigned by the Director Supply Chain Management

Requirements for appointment

- i. Bachelor's Degree in any of the following fields: Purchasing and Supply Management, Logistics, Business Administration, Commerce, Entrepreneurship, Law or any other relevant qualification from a recognized institution;
- ii. Diploma in Purchasing and Supplies Management/Chartered Institute of Supplies Management;
- iii. Registered member of Kenya Institute of Supply Management;
- iv. A Management Course lasting not less than four (4) weeks from a recognized institution;
- v. Eight (8) years of service of which three (3) should be in a comparable position from a reputable organization; and
- vi. Meet the requirements of Chapter Six of the Constitution of Kenya.

Salary Scale: The salary will be in **Job Group “Q”** and other benefits attached to this position will be as determined by the Salaries and Remuneration Commission.

Terms of Service: P&P

How to apply

Details of the vacancies can be accessed at our website www.murang'a.go.ke.

Applicants should apply online using the link <http://apply.muranga.go.ke> on or before **Tuesday 25TH July, 2023**.

- Applicants from other Counties are encouraged to apply.
- Any Form of Canvassing Shall Lead to Automatic Disqualification.
- Women, Minorities and Persons Living with Disabilities are Encouraged to Apply.
- Shortlisted Candidates Will Be Required to Produce Their Original Identity Cards, Academic and Professional Certificates, Testimonials, Clearance And Other Relevant Documents In Support Of Their Applications.
- INCOMPLETE applications will not be considered
- Only short-listed candidates will be contacted.

Murang'a County Government is an equal opportunity employer