

**ADVERT NO. NG-CDFB/006/2022: MANAGER, SUPPLY CHAIN - NG-CDF SCALE 3 (1 post)**

**a) Requirement for Appointment**

For appointment to this position, a candidate MUST have:

- i. Bachelor's degree in Commerce, Finance, Supplies Management, any Procurement related field, or equivalent qualification from a recognized institution;
- ii. Master's degree in any of the following disciplines: - Supplies Management, any Procurement related field, or equivalent qualification from a recognized institution;
- iii. Diploma in Supplies or Stores Management/procurement related field;
- xiii. At least ten (10) years' work experience, four (4) of which must be in a relevant field at supervisory management level;
- xiv. Certificate in a leadership course from a recognised institution lasting not less than Four (4) weeks;
- xv. Membership to the Kenya Institute of Supplies Management (KISM) and have a valid supplies practitioner's license.
- xvi. Demonstrated professional competence and managerial capability as reflected in work performance and results;
- xvii. Proficiency in computer applications; and
- xviii. Satisfy the requirements of Chapter 6 of the Constitution of Kenya.

**b) Duties and Responsibilities**

The Manager, Supply Chain will report to the Chief Executive Officer and will be responsible for the following:

- i. Prepare and coordinate the implementation of the Annual Procurement plan
- ii. Recommend appointment of members to various procurement committees
- iii. Prepare and submit monthly, quarterly and annual reports for the division to the Chief Executive Officer;
- iv. Identify procurement needs of the division;
- v. Identify and document departmental risks and institute mitigation measures;
- vi. Build capacity of NG-CDF Committees and Fund Account Managers in all the 290 constituencies on procurement laws and all matters relating to procurement;
- vii. Develop policy guidelines on procurement in NG-CDF;
- viii. Prepare all tenders above Ksh. 5 million and ensure compliance with all statutory requirements on uploading tender information in appropriate government portal;
- ix. Prepare and submit Quarterly procurement reports to relevant institutions after approval by the Board; and
- x. Any other duty as may be assigned by the Chief Executive Officer.

Interested and qualified persons are required to make their applications online through the job application portal on the Board's website: [www.ngcdf.go.ke](http://www.ngcdf.go.ke) or /and hard copies to be dropped in a designated Box, at the Board's Headquarters, Harambee Cooperative Plaza 5<sup>th</sup> Floor, during working hours (8 am to 5 pm). Applications may also be sent through post office as per the address provided below so as to reach the Board on or before **February 08, 2022**. For the hard copy applications, the reference No. for the position applied for should be properly indicated on top of the envelope.

**Candidates must submit the following documents alongside application**

- I. Police Clearance (Certificate of good conduct);
- II. Duly executed self-declaration form from the Ethics and Anti-Corruption Commission;
- III. Clearance from Kenya Revenue Authority;
- IV. Clearance from Higher Education Loans Board (HELB);
- V. Clearance from a reputable Credit Reference Bureau.

## NOTE

- I. Applicants for the position of Field Operations Officer/Fund Account Manager **MUST** indicate and show prove of their home constituency.
- II. Applications containing false information shall be disqualified.
- III. Details of academic and professional certificates not obtained by closure of the advert shall not be considered.
- IV. Applicants should indicate daytime telephone number, postal address, current salary, names and contact address of 3 referees.
- V. Only shortlisted and successful candidates shall be contacted.
- VI. Canvassing in any form will lead to automatic disqualification.
- VII. The Board is an equal opportunity employer and encourages persons of all gender, minority and marginalized communities, youth and persons living with disabilities to apply.
- VIII. Both hard and soft copies of applications should reach the Board on or before **Tuesday February 08, 2022 latest at 5.00 pm.**

Applications with comprehensive Curriculum Vitae, certified copies of academic and professional certificates and all other requirements should be addressed to: ~

The Chief Executive Officer  
National Government Constituencies Development Fund Board  
Harambee Cooperative Plaza, 5<sup>th</sup> Floor (Junction of Haile Selassie Avenue & Uhuru Highway)  
P.O. Box 46682-00100  
**NAIROBI**