

ADVERT NO. NG-CDFB/011/2022: PRINCIPAL SUPPLY CHAIN OFFICER - NG-CDF SCALE 4 (1 post)

a) Requirement for Appointment

For appointment to this position, a candidate MUST have:

- i. Bachelor's Degree in Commerce, Finance, Supplies Management, or a Procurement related field, or equivalent qualification from a recognized institution;
- ii. Master's Degree in a relevant field;
- iii. Diploma in Supplies or Stores Management or a procurement related field;
- iv. At least eight (8) years' work experience, four (4) of which should be in a relevant field at supervisory management level;
- v. Certificate in a Management course lasting not less than four (4) weeks from a recognized institution;
- vi. Membership certificate to the Kenya Institute of Supplies Management;
- vii. Demonstrated professional competence and managerial capability as reflected in work performance and results;
- viii. Proficiency in computer applications; and
- ix. Satisfy the requirements of Chapter 6 of the Constitution of Kenya.

b) Duties and Responsibilities

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

- i. Prepare and process quotations, LPOs and LSOs for approval to facilitate approved purchase requisitions;
- ii. Receive, issue and maintain store inventory;
- iii. Forward invoices to accounts department for payments;
- iv. Handle cash (low value) procurements;
- v. Secretary to ad hoc committees on procurement;
- vi. Handle sale of tender documents and follow up on tender advertisements;
- vii. Coordinate evaluation of quotations and follow up on delivery of orders with suppliers;
- viii. Compile a list of stores due for disposal;
- ix. Prepare reports on recommendation for award of Tenders by evaluation committees for approval by the Chief Executive Officer ;
- x. Maintain procurement records;
- xi. Prepare procurement plans for the department and assist in the preparation of the consolidated procurement plan for the NG-CDF Board Headquarters; and
- xii. Any other duty as may be assigned by the Manager, Supply Chain.

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 or /and hard copies to be dropped in a designated Box, at the Board's Headquarters, Harambee Cooperative Plaza 5th 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, 5th Floor (Junction of Haile Selassie Avenue & Uhuru Highway)
P.O. Box 46682-00100
NAIROBI