

Director, Procurement & Supply Chain Management- SEKU Grade 3 (Formerly Grade 15) at South Eastern Kenya University (SEKU)

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Job Description

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South Eastern Kenya University or SEKU is a university with its main campus located in Kwa Vonza, Kitui County, Kenya

SEKU/ADV/AD/5/4/

TERMS: FIVE YEAR RENEWABLE CONTRACT

Job Purpose

The Director is responsible for providing the overall strategic management of supply chain activities; procurements, contracts, disposal processes, inventory control, asset management and rendering procurement professional advice to the University.

Duties and Responsibilities

Developing procurement policies and strategies such as Procurement procedures that govern procurement operations in the University for consistency and compliance with the institutional requirements.

Preparing the procurement budget on an annual basis to ensure allocation of enough resources for the University to run its operations optimally.

Advising the senior management on procurement matters that affect the University to ensure adherence to the Public Procurement and Disposal Act .

Preparing quarterly and mandatory reports as stipulated in the performance contracting and

Public Procurement and Disposal Act to advise management.

Allocating work to the junior staff in the department and later on evaluate performance of the subordinates to ensure the procurement staff are accountable for their responsibilities.

Overseeing procurement of goods and services from competitive quotations from reputable suppliers by carrying out market surveys, research and effective evaluation to ensure fairness of prices in the market.

Preparing and evaluating tender documents to ensure level playing ground for all bidders to have a fair environment to compete for the University tenders.

Receiving requisitions for the purchase of goods and services after carrying out proper evaluation of the goods and services to ensure the right quality of products is received and paid for.

Overseeing safe custody of procurement records to ensure compliance with the procurement policies and strategies as well as future reference by the management.

Controlling stock by ensuring stores are properly utilized and proper stock levels are maintained in order to have desired levels for the University to run its operations effectively.

Training and inducting new procurement staff to ensure the right skills are acquired to offer efficient and effective services within the procurement department.

Preparing departmental budget to facilitate efficient allocation of resources to carry out its operations.

Managing and controlling of the University Procurement plans to ensure compliance to the Public Procurement and Disposal Act .

Requirements for appointment.

Be a holder of Masters Degree in Purchasing/Procurement and Supply Chain Management, Business Administration, Business Management or its equivalent from an accredited and recognized university

Be a holder of Bachelors Degree in Purchasing/Procurement and Supply Chain Management from an accredited and recognized university or equivalent qualification.

OR

Bachelors Degree in Commerce, Economics, Business Administration, Business Management from an accredited and recognized university, with a Diploma in Purchasing and Supplies Management from a recognized institution.

At least fifteen years of cumulative relevant work experience, four of which must be at management level.

Have a Management course lasting not less than four weeks cumulatively.

Member of Kenya Institute of Supplies Management or the Chartered Institute of Purchasing and Supply or equivalent.

Must have a valid Supplies Practitioners License.

Demonstrated high administrative capabilities.

Knowledge of Public Procurement and Assets Disposal Act .

Be computer proficient with detailed understanding of ERP system .

Satisfy the requirements of Chapter Six of the Constitution of Kenya on Leadership and Integrity upon successful appointment.

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