

Supply Chain Manager Scale 14 (XIV) at Moi University

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Job Description

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Moi University is committed to providing quality education and services that meet the needs of its customers and stakeholders through quality and relevant teaching, research and community service and outreach.

RE-ADVERTISEMENT – SUPPLY CHAIN MANAGER SCALE 14 (XIV) – ONE POST – Ref. MU/ADM/03/7/

The Supply Chain Manager will be the overall officer in charge of the procurement and disposal services in the University and will be reporting to the Vice-Chancellor.

Duties and Responsibilities

An officer at this level will be responsible for:

Reporting to the Vice-Chancellor in all matters of procurement, supplies and disposal management in the University;

Advising the University Management on Policy and Regulatory matters relating to procurement and management of supplies;

Defining systems, drafting and issuing procedural manuals and procedures for procurement and management of University Goods, Work and Services; ensuring that Procurement procedures, regulations and the applicable laws are properly implemented and continuously improved and that supplies acquired are properly accounted for;

Advising on Training and Development Needs of Procurement Staff;

Advising Management on matters relating to staffing of Procurement Department;

Monitoring the overall usage of University Supplies and reporting to the Vice-Chancellor;

Preparing Professional opinion to the Vice-Chancellor for award of Contracts;

Responding to Audit queries on procurement issues whenever they are raised;

Recruiting and training of Procurement Staff;

Preparing Procurement Reports to the Vice-Chancellor; and

Any other duties as may be assigned from time to time.

Requirements for direct appointment

For appointment to this grade, a candidate must:

Have Master's degree in Supply Chain Management or equivalent from a recognized University;

Have Certified Procurement and Supply Professional Part IV (CPSP-K) or equivalent from a recognized institution;

Provide evidence of computer skills in relevant packages from a recognized institution;

Have fourteen years' relevant working experience five of which must have been as Head of a Procurement Unit in a busy organization;

Have valid registration with the Kenya Institute of Supplies Management;

Have a certificate in strategic leadership course lasting not less than four weeks from a recognized institution; and

Have shown ability, initiative and merit in managing Purchasing and Supplies function in a busy organization.

PhD in Supply Chain Management or equivalent will be added advantage.

Requirements for Serving Officers

For appointment to this grade, an officer must:

Have Master's degree in Supply Chain Management or equivalent from a recognized University;

Have Certified Procurement and Supply Professional Part IV (CPSP-K) or equivalent from a recognized institution;

Have served in the grade of Deputy Supply Chain Manager, Scale 13 (XIII) for at least three years;

Provide evidence of computer skills in relevant packages from a recognized institution;

Have valid registration with the Kenya Institute of Supplies Management;

Have a certificate in strategic leadership course lasting not less than four weeks from a recognized institution; and

Have shown merit and ability as reflected in work performance and results.

PhD in Supply Chain Management or equivalent will be added advantage.

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