JOB DESCRIPTION – PRINCIPAL PROCUREMENT OFFICER

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Principal Procurement Officer</th>
<th>Job Grade:</th>
<th>SRC 4</th>
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<tbody>
<tr>
<td>Directorate:</td>
<td>CEO’s Office</td>
<td>Department:</td>
<td>PROCUREMENT</td>
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<td>Reporting to:</td>
<td>CEO</td>
<td>Job Type:</td>
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Job Title: Principal Procurement Officer

Job Grade: SRC 4

Directorate: CEO’s Office

Department: PROCUREMENT

Reporting to: CEO

Job Type: 

Job Description

Purpose of the Job:

The role is responsible for ensuring proper procurement and disposal of items in the Commission as per the Public Procurement and Disposal Act and Regulations and other relevant legislation.

Roles and Responsibilities

(i) Provide leadership in the development and execution of the Commission’s strategy on procurement

(ii) Develop and implement policies, procedures and manuals to safeguard integrity of the procurement processes of the Commission

(iii) Develop effective work plans drawn from the Strategic Plan and undertake continuous performance monitoring and reporting

(iv) Develop, motivate and manage the performance of the team and ensure continuous alignment to the goals and values of the Commission

(v) Ensure adequate budgetary provisions, monitor absorption and ensure optimal utilization and alignment to the Commissions strategic activities

(vi) Ensure prudent financial management in the achievement of the function

(vii) Ensure efficiency of systems, processes, Standard Operating Procedures (SOPs) to achieve the operational excellence that drives the Commission’s objectives

(viii) Identify, evaluate, mitigate and monitor operational and strategic risks of the function

(ix) Ensure implementation of a business continuity and disaster recovery plan for the procurement function

(x) Ensure compliance with all statutory requirements, Government Circulars and Commission’s policies.

(xi) Provide requisite regular reporting in compliance with internal and external guidelines and requirements.

(xii) Develop and maintain positive relationships with stakeholders

(xiii) Identify learning interventions and drive self-development.
Provide advice and respond to procurement related matters in the Commission.

Provide professional opinion and technical advice on procurement and disposal matters as per the legal provisions.

Report on status of the contracts to the Commission Secretary

Recommend appointment of the members of tender processing committees to the Commission Secretary.

Ensure continuous training of prospective tender processing committee members and suppliers.

Develop tender documents, coordinate evaluation, provide technical advice, and give feedback to all bidders

Prepare agenda and meetings of the Tender and Disposal Committees, provide technical advice during meetings and take minutes

In liaison with user departments, identify procurement needs, initiate prequalification, oversee evaluation, register and monitor suppliers’ performance

Develop and administer a supplier satisfaction survey questionnaire to enhance supplier relationships with the Commission

Ensure all procurement records are secure and safely maintained for ease of retrieval and future reference

Liaise with User departments to identify obsolete and unserviceable stores for disposal

Coordinate periodic and annual stock taking for prudent inventory management

Qualifications and Personal specifications

Minimum qualifications and experience

(i) Bachelor’s degree in Purchasing and Supplies Management or related field from a recognized university.

(ii) Master’s degree from a recognized university is an added advantage

(iii) Certificate in Leadership from a recognized institution

(iv) Member of Kenya Institute of Supplies Management (KISM) in good standing.

(v) Full qualification from the Chartered Institute of Supplies Management (CIPS).

(vi) Eight (8) years of service, three years of which should be relevant to this position and obtained in a reputable organization
Key Competencies

(i) Meets the requirements of Chapter Six of the Constitution of Keya
(ii) Demonstrate ability to manage and lead high performing teams.
(iii) Ability to deliver results in a complex and dynamic environment.
(iv) Capacity to demonstrate strategic mind-set and innovation.
(v) Ability to identify customer needs, develop service standards and deliver service excellence.
(vi) Demonstrate knowledge in relevant legislation and applicable standards.
(vii) Strong interpersonal skills.
(viii) Ability to work with minimum supervision and under strict timelines.
(ix) High analytical and organizational skills, with ability to gather, analyze and evaluate facts and to prepare and present concise written reports
(x) High level of attention to detail.
(xi) Knowledge of relevant computer applications.
(xii) Knowledge of relevant legislation and regulations

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<th>Reviewed By:</th>
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