



COUNTY ASSEMBLY OF KWALE

VACANCY

DIRECTOR SUPPLY CHAIN MANAGEMENT CASB 10

Job Title	Director Supply Chain Management
Grade	CASB 10
Organization	Kwale County Assembly
Directorate	Supply Chain Management
Department	Procurement
Work Station	Kwale Assembly Complex

Reporting Relationships	
Reports to	i. Administratively to Deputy Clerk ii. Functionally to Deputy Clerk
Direct Reports	Senior Supply Chain Management Officer
Indirect Reports	All other Supply Chain Management Officers

Job Purpose

The Job holder is responsible for overseeing implementation and delivery of Procurement and assets disposal plans in line with the Assembly' strategy and provide advice to the accounting officer on all Procurement and Assets Disposal matters.

Key Responsibilities/ Duties / Tasks**I. Managerial / Supervisory Responsibilities**

- a) Coordinate development of the Department's Work plan and budget;
- b) Prepare monthly, quarterly and annual reports

- c) Mentor and coach staff
- d) Coordinate the implementation of the performance managementsystem in the department
- e) Convene and chair departmental meetings
- f) Participate in management committee meetings as appropriate

II. Operational Responsibilities / Tasks

- i. Formulating and reviewing the strategies and policies for procurement of goods andservices;
- ii. Oversee the development of procurement and disposal plan;
- iii. Ensuring goods and services procured by county Assembly meet tender specifications;
- iv. Lead in evaluating and negotiating contractual terms and prices with service providers;
- v. oversee conformity with prevailing laws and regulations for all procurements within the county Assembly;
- vi. Oversee the development of service level agreements for service providers;
- vii. advise on service providers' performance and ability to meet quality and delivery requirements
- viii. Oversee the convening and provision of secretarial services to procurement committees
- ix. monitoring stock levels to identify changes and determine re-order levels;
- x. Approving procurement transactions both manually and electronically
- xi. Providing advisory services in the procurement matters to the county Assemblyincluding preparation of consolidated procurement and disposal plan
- xii. Oversee the preparation of the departmental budget proposals;
- xiii. Supervise training and development of staff in procurement department; and
- xiv. Supervise all staff in procurement department.

Job Dimensions:
I. Financial Responsibility
<ul style="list-style-type: none"> a) Prepare and monitor departmental budget b) Prepare and monitor implementation of Procurement plan
II. Responsibility for Physical Assets
<ul style="list-style-type: none"> a) Responsible for physical assets assigned by the Assembly; b) Provide oversight for all the Assembly's physical assets
III. Decision Making / Job Influence
<ul style="list-style-type: none"> a) Makes strategic, operational and financial decisions for decisions for the section b) Plans the work of subordinates c) Assigns work to subordinates d) Monitors subordinates work performance e) Appraises/evaluates subordinates performance
IV. Working Conditions
Works predominantly within the office

Job Competencies (Knowledge, Experience and Attributes / Skills).
Academic qualifications
i) Bachelor's degree in any of the following disciplines: -Supply Chain Management, Commerce (Supplies Management option), Procurement and Supplies Management, Business Administration, Logistics or any other equivalent qualification from a recognized institution;

ii) A Master’s degree in any of the following disciplines will be an added advantage: - Supply Chain Management, Commerce (Supplies Management option), Procurement and Supplies Management, Business Administration, Logistics or any other equivalent qualification from a recognized institution;
Professional Qualifications / Membership to professional bodies
Certificate in Senior Management Course from a recognized institution; Registered with a professional body (KISM) and membership of good standing
Previous relevant work experience required.
Served in the grade of Senior Supply Chain Management Officer for a minimum period of three (3) years;

Application Criteria.

Interested qualified persons are invited to apply for the position by providing the following documents:

- i. Detailed Curriculum Vitae
- ii. Academic certificates and
- iii. Other relevant testimonials and supporting documents
- iv. Duly filled Application form

N.B.

- i. Candidates with foreign degrees must obtain recognition and equation of qualification from Commission University Education Kenya
- ii. Application forms can be obtained from the County Assembly Complex or the Assembly website www.kwaleassembly.go.ke
- iii. Only shortlisted candidates will be contacted
- iv. Applications should be submitted in a sealed envelope clearly marked “Application for Director Supply Chain Management”

Applications can be sent via email to recruitment@kwaleassembly.go.ke

Or via post to

Secretary
Kwale County Assembly Service Board
P.O Box 231-80403
Kwale

Or hand delivered at **the Kwale New Assembly Complex Building, Adjacent to Kwale Water Office on or before June 27, 2023 at 4:00pm.**

NICK.O SISO,

Acting Secretary

County Assembly Service Board.