



MUSAKASA TECHNICAL TRAINING INSTITUTE

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SUPPLY CHAIN MANAGEMENT/PROCUREMENT

1. Personal Information		
Job Title: Supply Chain Management/Procurement officer	Job Level:	No. of Posts: 1
Sector: Technical Training Institutes and institutes of science and Technology		
Department/section/Unit: Supply Chain Management		
Reports to: Principal		
Direct Reports: a) Deputy Supply Chain/procurement officer	In direct reports: a) Supply Chain /procurement clerk b) Store keeper	
2. Purpose of the job:		
This position is responsible for developing and implementing the institution procurement plan to ensure availability of required goods and services at all times according to the institution requirement and strategies.		
3. Main Responsibilities of the job:		
Managerial responsibilities:		
a) Develop and implement the institution procurement strategy to ensure timely procurement of goods and services.		
b) Present Procurement reports to the management to ensure proper recommendations on the gaps identified.		
c) Coordinate and monitor the implementation of the board procurement recommendations to ensure the implementation meets the set timelines and is compliant with Public Procurement Act and regulations.		
d) Coordinate the preparation of the procurement work plan to ensure the timely delivery of goods and services.		
e) Coordinate timely preparation of the institution procurement budget to ensure sufficient resources are allocated for the implementation of the procurement plan.		
f) Ensure proper maintenance of records and documents for easy retrieval of information when required.		
Operational responsibilities:		
a) Monitor compliance with the relevant procurement laws and regulations in order to reduce exposure to risks associated with noncompliance.		
b) Review and approve invoices for payment to suppliers to ensure transparency in the payment of suppliers.		
c) Perform due diligence on the suppliers shortlisted, in addition to system checks, to ensure that the institution's contracts only with suppliers that are compliant as per the procurement Act and the institution's policies, and that have the capacity to deliver.		
d) Coordinate the training and development of the procurement staff to ensure they are competent for the delivery services.		
e) Participate in the tender process to carry out tender evaluation in line with the institution's procurement policies and procedures in order to select the most qualified suppliers to contract.		

4. Job dimensions:
Financial Responsibilities: <ul style="list-style-type: none"> a) Participate in budget preparation b) Participate in the negotiation of the tender contracts.
Responsibility for physical Assets: <ul style="list-style-type: none"> a) Computer and printer b) Office furniture c) Telephone expenditure
Nature of decision making: <ul style="list-style-type: none"> a) Financial b) Strategic c) Operational d) Analytical
5. Qualifications Knowledge and skills:
Minimum level of academic qualifications required to perform effectively in the role A bachelor degree in procurement and supplies management, Bachelor of commerce, Business Administration or equivalent from a recognized Institution.
Minimum level of professional qualification required to perform effectively in the role: Must be a member of KISM
Minimum level of knowledge that would be regularly applied to the Job <ul style="list-style-type: none"> a) Computer Literacy b) Budgeting c) Knowledge of public Procurement and Asset Disposal Act and Regulations d) Knowledge of professional standards.
Typical soft skills that would be regularly applied to the job.(Attributes) <ul style="list-style-type: none"> a) Leadership skills b) Communication skills c) Interpersonal skills d) Organizational skills e) Ability to work under pressure f) Negotiation skills g) Team building h) Problem solving i) Conflict management j) Supervisory
Other requirement e.g. regulatory /statutory/Institutional required implying with for appointment to this role. <ul style="list-style-type: none"> a) Certificate of good conduct b) Compliance with Chapter 6 of the constitution
6.Relevant Experience Required
Minimum number of months or years of experience the job holder is required to have to be appointed to the position. Seven (7) years 'in supply chain management
7. problem solving
Problems are complex open ended and affect more than one area of the institution. Solutions need to be determined through consultation with other areas of the institution.

8. Communication

Communication/information the job holder needs to understand in order to perform the job:

- a) Detailed verbal instructions or requests
- b) Detailed written procedures
- c) Detailed technical and/or functional instructions or queries
- d) Detailed e-mail, fax or mail correspondence
- e) Written government policy documents affecting the job holder's area of responsibility
- f) Current legislation affecting the job holder's area of responsibility
- g) Factual reports on aspects of the institution such as policy guidelines
- h) Complex financial reports.

Communication/information the job holder needs to carry out in order to perform the job:

- a) Communication around escalated or difficult queries with internal or external customers or clients
- b) Detailed technical explanation of services or concepts to employees of the institution or clients
- c) Detailed e-mail, fax or mail correspondence
- d) Drafting of factual reports, presentations, procedure or policy documents or training material

9. Influence.

Job holder's influence over practices, policies or strategy:

- a) Has a strong influence on the strategic direction of more than one department

Job holders' influence over subordinates and colleagues

- a) Supervises and allocates work to subordinates

Job holders' influence over people outside the directorate but within the institution and people outside the institution.

- a) Conveys information inside the unit/department
- b) Conveys information outside unit/department but within the institution.
- c) Conveys information outside the institution
- d) Persuades team members within their unit or department
- e) Persuades team members outside unit/department but within the institution

10. Other responsibilities assigned outside of the core responsibilities of the job:

N/A

11. Working conditions

Working Environment

Is exposed to minimum disagreeable conditions in the environment. The jobholder has normal office facilities which may include own office with desk, access to a telephone line with the outside world.

Job Hazards:

Slight. There is very slight chance of accident or health hazards. Usual office situation, with minimal exposure.