



Chief Supply Chain Officer – Grade KPC 4

An Officer at this level may be deployed to perform duties in any of the following functional areas:

a) Job Specification

Purchasing & Warehousing

- i. Provide leadership in the development and implementation of procurement policies and procedures, and actively participate in the continuous development of KPC's Supply Chain strategy.
- ii. Design and drive the sequence of processes, dependencies and definition of the desired outcomes, while partnering with key users.
- iii. Oversee Supplier Relationship Management (SRM) with suppliers, contractors and other stakeholders to ensure value for money is achieved in each functional process.
- iv. Managing all procurement documentation repository (Paper and electronic), supplier information and all other procurement related documentation as per policy.
- v. Enforce compliance of Public Procurement and Asset Disposal Act, 2015 (PPADA, 2015) and related regulations including statutory reporting both statutory and administrative.
- vi. Develop and implement best practices in procurement processes in order to offer excellent customer service to users and value for KPC
- vii. Drive team performance management to achieve divisional goals through development of KPI's and performance measurement and tracking.
- viii. Coordinating periodic market surveys and continuous registration of suppliers.
- ix. Build expertise in category management and overseeing the management of projects and contracts in partnership with user departments.
- x. Any other duties relevant to the function

Tender & Contracts

- i. Provide leadership in the development and implementation of tenders and contracting process, policies and procedures, and actively participate in the continuous development of KPC's Supply Chain strategy.
- ii. Design and drive the sequence of Tenders and Contract management activities, dependencies and definition of the desired outcomes, including the comprehensive Tender Secretariat Affairs Management.
- iii. Oversee Supplier Relationship Management (SRM) with suppliers, contractors and other stakeholders to ensure value for money is achieved in each functional process.
- iv. Managing all tender documentation repository (Paper and electronic), supplier information and all other procurement related documentation as per policy.
- v. Enforce compliance of Public Procurement and Asset Disposal Act, 2015 (PPADA, 2015) and related regulations including statutory reporting both statutory and administrative. Where applicable, coordinate and implement decisions of the Tender committee (TC) in line with the PPAD 2005

- vi. Develop and implement best practices in Tenders and Contract management processes in order to achieve excellence in contract management maximize value for KPC
- vii. Drive team performance management to achieve divisional goals through development of KPI's and performance measurement and tracking.
- viii. Oversee the preparation and Submitting quarterly reports to government agencies.
- ix. Lead in the reporting and tracking of all contract management activities across the company
- x. Any other duties relevant to the function

b) Person Specification

- i. Bachelor's Degree in Procurement, Purchasing & Supplies, Logistics or any recognized equivalent.
- ii. Post graduate qualification in Purchasing & Supplies Management if the first degree is not in any of the above.
- iii. A minimum of eight (8) years' post qualification experience four (4) of which should be at a Senior management level in relevant work.
- iv. Full membership to a professional body both KISM and CIPS.
- v. Management Course lasting not less than four (4) weeks
- vi. Proficiency in computer applications.
- vii. Fulfilled the requirements of Chapter Six of the Constitution
- viii. Demonstrated competency in work performance

c) Key Skills and Competencies

- i. Good communication skills;
- ii. Interpersonal skills;
- iii. Team player;
- iv. Negotiation skills; and
- v. Analytical skills

APPLICATION REQUIREMENTS

Interested candidates are requested to visit the KPC website www.kpc.co.ke under the Career Opportunities section where the Job Descriptions and Specifications as well as the User Manual containing instructions on how to apply for the positions have been posted.

All applications should be received not later than **7th January 2021**.

Candidates interested in positions in Grade KPC 2, 3 & 4 are expected to fulfil the requirements of Chapter Six of the Constitution of Kenya. In this regard, they must upload copies of the following;

- i. Certificate of Good Conduct from the Directorate of Criminal investigations (DCI)
- ii. Clearance Certificate from Higher Education Loans Board (HELB)
- iii. Tax Compliance Certificate from Kenya Revenue Authority (KRA)
- iv. Clearance from the Ethics & Anti-corruption Authority (EACC)
- v. Clearance from Credit Reference Bureau (CRB)

Kenya Pipeline Company is an equal opportunity employer committed to diversity and gender equality. Women and persons with disability are encouraged to apply.

Please note that only shortlisted candidates will be contacted. Any form of canvassing will lead to automatic disqualification.