



Senior Supply Chain Officer – Grade KPC 5

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

a) Job Specifications

Local/Overseas Purchasing

- i. Procurement of goods, services and works for the Company.
- ii. Ensure that goods, services and works are procured as per the approved budgets and procurement plan.
- iii. Provide regular, accurate and meaningful information on the status of procurement of goods works and services to management and user departments.
- iv. Ensure all procurement processes are compliant with the relevant legislations.
- v. Secretary to the Evaluation Committee.
- vi. Pre-qualification of Company suppliers and regular appraisal of the same.
- vii. Update of vendor list.
- viii. Coordinate the preparation of company's annual procurement plans and monitoring implementation of the same.
- ix. Review and enhancing purchasing policies and procedures necessary to provide efficiency services to all departments of the company.
- x. Ensure good supplier relationship.

Tenders & 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

Warehousing & Inventory Management

- i. Manage the purchasing & stores function in the Area
- ii. Raise Purchase Requisitions
- iii. Stock management (monitoring stock levels, establishment and management of re-order levels, Lead times, maximum and minimum stock levels)
- iv. Provide regular, accurate and meaningful periodic reports
- v. Reconciliation of stocks and adjustments as necessary
- vi. Ensure proper receipt of goods into KPC stores, timely inspection and raising of GRNs
- vii. Verification of GRNs
- viii. Ensure that all stock items received are in the correct stock location
- ix. Ensure goods rejected are documented and collected within the stipulated time
- x. Ensure proper issue of goods from KPC stores
- xi. Maintain stock labels and bin cards
- xii. Process PRs and Identify sources of supply
- xiii. Check and release all transaction documents
- xiv. Monitor lead times between requisitions and servicing of orders.
- xv. Ensure compliance with Public procurement and Disposal Act 2005 and Regulations, 2006
- xvi. Participate in evaluation of tenders, quotations and proposals
- xvii. Liaise with the User to develop and prepare tender documents, Request for Proposals (RFP) and Pre-qualification/Expression of Interest (EOI) documents
- xviii. Liaise with the User departments on development and preparation of draft contracts and contract variations where necessary.
- xix. Submit to the User, legal department and Contractor draft contracts (and contract variations where necessary) for their input.
- xx. Preparation of final contract document
- xxi. Advise on any significant departure from terms and conditions of contract
- xxii. Follow up on comments on the contracts from legal, user and the Contractor
- xxiii. Prepare information for any petition or investigation to debar suppliers or any investigation under review procedures
- xxiv. Participate in evaluation of tenders, quotations and proposals
- xxv. Reviewing and enhancing purchasing policies and procedures necessary to provide efficiency services to all departments of the company.

b) Person Specifications

- 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 six (6) years' experience in relevant work;
- iv. Supervisory Course lasting not less than two (2) weeks.
- v. Have full membership to KISM and CIPS;
- vi. Practicing License from KISM.
- vii. Proficiency in computer applications;
- viii. Demonstrated competency in work performance.

c) Key Skills and Competencies

- i. Good knowledge of purchasing and supply chain principles
- ii. Good analytical and communication skills.
- iii. A good team player
- iv. Leadership skills