



## **REVIEWED**

### **General Manager (Supply Chain) – Grade KPC 2- Job Ref: KPC/ADVT/02/2023**

#### **a) Job Purpose**

The General Manager (Supply Chain) is responsible to the Managing Director for advising the Company on the interpretation and application of the Public Procurement and Asset Disposal Law and overseeing the Company's Supply Chain processes in procurement, stores/inventory management and contract management.

#### **b) Key Tasks**

- i. Lead in formulating & developing policies, plans and strategies in the areas of supply chain; including risk management and contractor performance measurement plans.
- ii. Ensuring the procurement and asset disposal processes are carried out in compliance with the procurement and asset disposal Law.
- iii. Ensuring development and review of the annual procurement and asset disposal plans in line with the Law and monitoring their implementation.
- iv. Providing procurement professional opinion to the Managing Director on all procurement contracts for goods, works, services and consultancies as well as asset disposal processes.
- v. Ensuring development and implementation of the Supply Chain Strategy and reporting in line with policies, processes & procedures.
- vi. Overseeing the management of inventory, stores and assets in compliance with the guidelines issued by the Company and the National Treasury
- vii. Ensuring development and maintaining an information communication technology inventory management system which shall comply with the Law.
- viii. Ensuring preparation of statutory and administrative procurement and asset disposal reports as required by the Company and other Government bodies, and the Company.
- ix. Monitoring Contract management to ensure conformity with the contract terms and conditions of contract, and reports to the MD on any significant departures from the terms and conditions of the contract.
- x. Leading in capacity building programs in the Company in Supply Chain to ensure compliance of the procurement Law and the Company's procurement policies and procedures.
- xi. Ensuring development and management of the supply chain, capability and culture that reflect the values which facilitate performance, professionalism and initiative by staff throughout the Company.
- xii. Ensuring that procurement and asset disposal records and data are maintained in accordance with the Law.

#### **c) Job Specifications**

- i. Master's Degree from a recognized institution
- ii. Bachelor's Degree in any of the following: - Procurement and Supplies Management, Procurement and Logistics, Commerce, Business Administration (Supplies Management

Option), Economics or other relevant and equivalent qualifications from a recognized Institution.

- iii. Twelve (12) years of work experience five (5) of which should be in senior management position.
- iv. Full Professional qualification in CPSP(K) or CIPS(UK)
- v. Full membership to KISM
- vi. Current Practicing License by KISM
- vii. Leadership Course (s) lasting not less than two (2) weeks.

**d) Key Skills and Competencies**

- i. Flexibility and responsiveness in determining and handling stakeholders issues
- ii. Sound analytical skills and the ability to identify with precision the critical factors of a problem.
- iii. Ability to maintain professional status and keep abreast of evolving trends in the Petroleum subsector.
- iv. Demonstrated expertise in Procurement matters.
- v. Strong leadership skills including effective interpersonal, communication, influencing and negotiations skills.

**APPLICATION REQUIREMENTS**

Interested candidates are requested to visit the KPC website [www.kpc.co.ke](http://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 **midnight EAT on 27th February 2023**

Only candidates offered employment shall be required to present the following clearance certificates:

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

For **re-advertised** positions, candidates who had earlier applied are encouraged to apply.

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.