



**CHIEF SUPPLY CHAIN OFFICER (TENDER & CONTRACTS) – GRADE KPC 4 Job Ref No. KPC/ADVT/23/2023 (1post)**

**a) Job Description**

- 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. Perform 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' experience three (3) of which should be at a Senior management level in relevant work.
- iv. Full professional qualification CPSP (K) or CIPS (UK).
- v. Full membership to KISM.
- vi. Current Practising Licence by KISM.
- vii. Proficiency in computer applications.
- viii. Demonstrated competency in work performance.

**c) Key Skills and Competencies**

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