



## NATIONAL DEFENCE UNIVERSITY-KENYA

### DECLARATION OF VACANCY

Pursuant to the provisions of Section 35 (1)(a)(i) and Section 24 (4) of the Universities Act, 2012 (Revised 2020), National Defence University-Kenya invites applications from suitably qualified persons to be considered for appointment to the position of Senior Assistant Director Procurement and Supply Chain Management.

<b>JOB DESCRIPTION</b>	<b>SENIOR ASSISTANT DIRECTOR PROCUREMENT AND SUPPLY CHAIN MANAGEMENT</b>
<b>Basic Salary</b>	Competitive package as advised by SRC
<b>House Allowance</b>	As provided by the University
<b>Medical Cover &amp; Other Allowances</b>	As provided by the University
<b>Terms of Service</b>	Permanent and pensionable
<b>Job Group</b>	“N” (NDU-7)

#### **Duties and responsibilities:**

1. Duties and responsibilities will entail and not be limited to:
  - a. Continuous analyses of the supply chain management structures and systems for efficient service delivery;
  - b. Determining and proposing strategies and methods for management of the supply chain;
  - c. Initiating and developing Supply Chain Management policies and performance improvement strategies that are adaptive to changing market environment and technology;
  - d. Development of strategic plans for Supply Chain Management Services;
  - e. Implementation of Public Procurement and Asset Disposal Act, 2005 and other statutes, rules and regulations;
  - f. Development of the University’s annual procurement and asset disposal plans ensuring they align with the budget and strategic needs of the University; and
  - g. Any other relevant duty(ies) assigned by Management.

#### **Qualification for Appointment**

2. Applicants to this position must have/be:
  - a. Served in a comparable relevant position in the Public Service or private sector for a minimum of five (5) years;
  - b. Be a member of the relevant professional regulatory body;
  - c. Bachelor’s degree in procurement and supply chain management, business administration, commerce, logistics and supply or other relevant qualification from a recognised institution;
  - d. A master's degree in any of the following fields: purchasing and supply management, logistics, business administration, commerce, entrepreneurship, law, or any other relevant qualification from a recognised institution will be an added advantage.
  - e. ICT proficiency is mandatory; and
  - f. Management training lasting at least four (4) weeks a recognised institution;

#### **Core Competencies and Skills**

3. The key competencies and skills include:

- a. Communication skills;
  - b. Ability to exercise due diligence;
  - c. Understanding and being abreast on dynamics pertaining int goods and services market;
  - d. Strong sense of ethics, quality and value for money;
  - e. Ability to attend to details;
  - f. Analytical skills;
  - g. Professionalism;
  - h. Ability to prepare tender templates for the supply of services and goods; and
  - i. Ability to supervise a team and deliver under pressure to meet deadlines.
4. Applicants will be required to present originals of the following documents during the interviews:
- a. National identity card;
  - b. Academic and professional certificates and transcripts;
  - c. Any other supporting documents and testimonials;
  - d. Recommendations from relevant professional bodies; and
  - e. Recommendation from at least three (3) referees should be submitted separately to the address provided below.

#### **Mode of Application**

5. Candidates may submit manual (hard copy) or electronic (online) applications.
6. All applications should be submitted together with detailed Curriculum Vitae, a copy of ID/Passport, copies of academic certificates, testimonials and any other relevant supporting documents.
7. Scanned copies of the stated documents must accompany the online application.
8. The Curriculum Vitae should include information on academic qualifications, professional experience, leadership and management roles, membership to a professional association(s), email address and telephone contacts.
9. Manual applications should be submitted in a sealed envelope clearly marked:

“Application for the position of **Deputy Director Procurement & Supply Chain Management - National Defence University-Kenya**” and delivered to:

**THE SECRETARY, UNIVERSITY COUNCIL**

National Defence University-Kenya

P.O. Box 3812-20100

**LANET, NAKURU**

Online applications may be submitted via email to: [ndu-kenya@mod.go.ke](mailto:ndu-kenya@mod.go.ke)

All applications should reach National Defence University-Kenya on or before **29<sup>th</sup> April 2023** latest 5.00 p.m. (**East African Time**).

**WARNING.** Application for employment in National Defence University-Kenya is **FREE TO ALL** eligible candidates. Bribery and other acts of corruption are against the law and anyone suspected of being culpable of such, will be arrested and prosecuted in a court of law.