



NATIONAL LAND COMMISSION

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NAIROBI

CALL FOR APPLICATIONS FOR THE ADVERTISED VACANT POSITIONS

National Land Commission (NLC) is an Independent Constitutional Commission established under Article 67 of the Constitution of Kenya, 2010 and operationalized by the National Land Commission (NLC) Act, 2012, the Land Act, 2012 and the Land Registration Act, 2012. The broad mandates of the Commission are inter-alia to; manage public land on behalf of the National & County Governments, recommend a National Land Policy to the National Government, advise the National Government on a Comprehensive program for the registration of Land throughout Kenya, conduct research related to land & the use of natural resources & make recommendations to appropriate authorities and initiate investigations on its own initiative or on a complaint into present or historical land injustices & recommend appropriate redress. Pursuant to Article 252 1(c) of the Constitution of Kenya 2010 and National Land Commission Act of 2012 section 22 which provides that the Commission shall have the power to appoint its own staff, the Commission invites applications from suitable candidates for the following vacant positions:

1. SUPPLY CHAIN MANAGEMENT DEPARTMENT

(a) Assistant Supply Chain Management Officer II– (Grade NLC 8) – One (1) Post

Terms of Appointment

The appointment will be on a Permanent and Pensionable terms

Personal Emolument for the position of Assistant Supply Chain Management Officer II

Basic Salary Scale	:	Kshs Min 30,000 – Max 55,000 Per month
House Allowance	:	Kshs. 12,000 Per month
Commuter Allowance	:	Kshs. 8,000 Per month
Leave Allowance	:	Kshs. 15,000 Per annum
Medical Cover	:	As provided by the Commission

Job purpose:

The purpose of the job is to collect and manage supply chain management data and information and provide support to the department team in the timely delivery of procurement tasks.

Duties and Responsibilities:

An officer at this level will report to and work under the guidance of the Supply Chain Management Officer. Duties and responsibilities at this level will entail:

1. Issue and receive stores and maintaining relevant records.
2. Take stock in line with approved schedules.
3. Undertake reconciliation of records as necessary.
4. Identify obsolete stores and equipment for disposal.
5. Undertake market surveys and research to support procurement decisions.
6. Maintain inventory levels through stock control in accordance with the laid down regulations and procedures.

Job Competencies (Knowledge, Experience and Attributes / Skills):**Academic Qualifications;**

1. Diploma in Supplies Management or its equivalent qualification from a recognized Institution.
 2. Certificate in Computer Application Skills from a recognized institution.
- Or**
3. Advanced Certificate in Supply Chain Management from Chartered Institute of Purchasing and Supplies (CIPS) or its approved equivalent from a recognized Institution.

Previous relevant work experience required.

Must have served and held similar position for at least two (2) years in public service or related sector.

Applicants must possess level of knowledge and skills in the following areas;

1. Understanding of Public Procurement and Asset Disposal Act 2015, Regulations 2020, therein and laid down financial procedures.
2. Ethical standards in supply chain.
3. Analytical skills.
4. Record management skills.
5. Cost accounting skills.

MODE OF APPLICATION:

1. Job applicants should attach all requisite academic and professional certificates to the application form which is to be downloaded from the Commission website.
2. Details of academic and professional certificates not obtained by closure of the advert will not be accepted.
3. Shortlisted candidates shall be required to produce originals of their National Identity card, academic & professional certificates, transcripts and testimonials during interviews. Please note that it's a criminal offence to present unauthentic certificates.

If you possess or meet the above qualifications, please send;

Your application letter together with detailed Curriculum Vitae including names of three referees and their full contacts (Name, Post Office Box number, email address, and day time telephone/mobile phone contacts)

Visit our **website www.landcommission.go.ke** for instructions on how to apply and to download employment application form. Applicants **MUST apply both online and submit hard copies** of their application.

In case you do not hear from us, please consider yourself unsuccessful.

Please note that canvassing for this position will lead to automatic disqualification.

Note:

Upon granting an offer of employment, a successful candidate **MUST** present and satisfy the requirements of Chapter Six of the Constitution of Kenya 2010 by providing copies of the following documents;

1. A valid Tax Compliance Certificate from the Kenya Revenue Authority (KRA).
2. A valid Certificate of Good Conduct from the Directorate of Criminal Investigation (DCI).
3. A valid Clearance Certificate from the Higher Education Loans Board (HELB).
4. A valid Clearance Certificate from an approved Credit Reference Bureau (CRB).
5. A valid Clearance form from the Ethics and Anti-Corruption Commission (EACC).

Applications should reach the office of the Secretary/CEO, National Land Commission by **18th October, 2022 on/or before 5.00pm.**

The National Land Commission is an equal opportunity employer. Women, people from marginalized areas and Persons living with disabilities are encouraged to apply.

All hardcopy application should be submitted to:

***The Secretary/CEO
National Land Commission
2nd Ngong Road Avenue,
316 UpperHill Chambers Building,
19th Floor, P.O Box 44417-00100,
NAIROBI.***