



6. Deputy Director, Supply Chain Management (FCA 3) - NIFC/DDSCM/6/2025

a) Job Specifications

This is the most senior position in this cadre and the holder reports to the Chief Executive Officer. The holder shall be the head of the department and shall oversee all the operations of the department and the divisions therein.

b) Job Descriptions

The following are the duties and responsibilities;

- (i) Oversee the development of the annual procurement and disposal plans and their implementation;
- (ii) Overseeing procurement and disposal of assets activities in the Authority;
- (iii) Manage contract for goods, works and services;
- (iv) Custodian of contract documents;
- (v) Coordinate with the user department to ensure effective implementation of contracts for goods, works and services;
- (vi) Provide secretariat to committees incidental to procurement of goods and services, and disposal of assets;
- (vii) Provide professional advice on procurement of goods, works, services and disposal of assets;
- (viii) Provide professional opinions to the accounting officer;
- (ix) Prepare statutory reports to PPRA; and
- (x) Review procurement needs of the Authority.

c) Person Specifications

For appointment to this grade, an officer must have: -

- (i) Bachelor's degree in Procurement and logistics management, Business Administration (Supply Chain Management Option), Commerce, or any other relevant qualification from a recognized institution;
- (ii) Master's Degree in Procurement and logistics management, Business Administration (Supply Chain Management Option), Commerce, or any other relevant qualification from a recognized institution;
- (iii) Have Diploma in Supplies Management or its equivalent qualification from a recognized institution;



- (iv) Member of Kenya institute of supplies and management or Chartered Institute of Procurement and Supply or any other recognized professional body;
- (v) At least ten (10) years relevant work experience;
- (vi) At least four (4) years' experience in a management role;
- (vii) Management course lasting not less than four (4) weeks from a recognized institution;
- (viii) Proficiency certificate in computer applications;
- (ix) Fulfilled the requirements of Chapter Six (6) of the Constitution of Kenya.

d) Key competencies and skills

- (i) Strategic thinking and planning;
- (ii) Procurement and contract management;
- (iii) Supply chain optimization;
- (iv) Compliance and risk management;
- (v) Change management, innovation and continuous improvement;
- (vi) Ethics and integrity;
- (vii) Strong analytical skills;
- (viii) Communication skills;
- (ix) Strong interpersonal skills; (x) Ability to mobilize resources; and
- (x) Negotiation skills.

e) Terms of Service

Contract for (5) five years renewable, subject to performance and retirement age.



How to Apply:

Applicants whose background and competencies match the above specifications are invited to apply for the positions by submitting a cover letter, detailed curriculum vitae (CV), a copy of their National Identity Card, copies of academic and professional certificates, and transcripts and other relevant testimonials either via email to recruitment@nifca.go.ke addressed to:

**Chief Executive Officer
Nairobi International Financial Centre Authority
The National Treasury Building
10th Floor, Room 1015
P. O Box 30007-00100
Nairobi, Kenya**

Please note:

- Applications must be received by Wednesday 25th February 2025 at 5 pm (East African Time).
- No hard copy applications will be accepted
- Only shortlisted candidates shall be contacted

The Nairobi international Financial Centre Authority is an equal opportunity employer. Female candidates and persons living with disability are encouraged to apply. Any form of canvassing will lead to automatic disqualification.