

JD 001 CHIEF MANAGER PROCUREMENT / SUPPLY CHAIN

Job Title:	Head of Procurement / Supply Chain
Grade:	KS 3
Ministry /Corporation:	Kenya Bureau of Standards
Directorate / Division:	Managing Director
Department:	Supply Chain Management
Division:	Supply Chain Management
Section / Unit:	Supply Chain Management
Location / Workstation:	Kenya Bureau of Standards head office, Popo road, Off Mombasa Road
Reporting Relationships	
Reports to:	Managing Director
Direct reports:	<ul style="list-style-type: none"> a) Manager-Supply Chain, b) Manager-Warehousing, c) Assistant Manager`s d) Principal officer`s e) Principal Stores Officer
Indirect Reports:	<ul style="list-style-type: none"> a) Procurement Officers b) Assistant Procurement officers c) Procurement Assistants d) Storekeepers e) Clerks f) Personal Assistant g) Messenger
Job Purpose	
The job holder plans, coordinates and monitors the work of procurement activities and ensures that the organization secures best deals for products and services it purchases.	
Key Responsibilities / Duties / Tasks	
I. Managerial / Supervisory Responsibilities	
<ul style="list-style-type: none"> a) Recommend departmental policies, plans and guidelines and implements KEBS organizational policies and procedures for department. b) Develop work plans and budgets for the Department for approval. c) Prepare draft Board management papers for approval. d) Manage Contracts and Negotiations and deals with international suppliers. e) Oversee opening and evaluation of Quotations, Tenders, Proposals and Expressions of Interest. f) Participate in the development and review of the Institution's strategic plan g) Participate in various committees in the Institution. h) Undertake Performance Management Reviews and acts as reviewer for staff within department. i) Manage staffing, development for procurement teams; motivates and develops project and team leaders i.e. evaluation committees; promotes teamwork to ensure effective work relations within department. j) Coordinate staff and ensures all activities in the procurement department run as scheduled by establishing process of setting targets within department and work towards their achievement. k) Coordinate regular meetings with staff and user departments to discuss department's performance and resolve any issues in procurement process. 	

<ul style="list-style-type: none"> l) Mentor and coach departmental staff. m) Oversee day-to-day management, control the operations within department, including deployment of staff and physical resources
II. Operational Responsibilities / Tasks
<ul style="list-style-type: none"> a) Develop Procurement Budget and ensures efficient management of available resources including deploying the department budget. b) Ensure that funds are available for any procurement under consideration. c) Recommend the best procurement methods; Defines and communicates rules for supplier bids and ensures competitive procurement in the organization. d) Verify all procurement and disposal activities in accordance with the Public Procurement Act and KEBS manual and policies. e) Review all records of purchased goods, including costs, deliveries and inventories and ensures maintenance of accurate and up-to-date information concerning department on KEBS Management Information System and Sage ACCPAC f) Analyse and evaluate historical and market information provided to assess purchasing decisions and recommend improvements. g) Participate in price negotiations and manages high impact purchases. h) Monitor quality of purchased goods and services vis-a-vis requirements and assists in solving major supplier problems. i) Monitor implementation of the procurement Quality Management System. j) Develop and implement all KEBS departments' procurement plans. k) Review Quarterly Reports on procurement from headquarters and all KEBS regional offices to assess progress.
Job Dimensions:
I. Financial Responsibility:
<ul style="list-style-type: none"> a) Development of budgets b) Approval of budgets, expenditures, LPOS, LSOs and expenses. c) Monitoring expenditure.
II. Responsibility for Physical Assets
<ul style="list-style-type: none"> a) Provide oversight for all directorate physical assets. b) Provide oversight for the physical assets in the department. c) Responsible for physical assets assigned by the institution.
III. Decision Making:
<ul style="list-style-type: none"> a) Makes strategic, operational and financial decisions. b) Plans the work of subordinates c) Assigns work to subordinates d) Monitors subordinates work performance e) Appraises/evaluates subordinates' performance
IV. Working Conditions:
Works predominantly within the office.
Job Competencies (Knowledge, Experience and Attributes / Skills).
Academic Qualifications
<ul style="list-style-type: none"> a) Bachelor's in supply chain management, Purchasing and Supplies or its equivalent b) qualifications from a recognized institution with a Post Graduate Diploma in supply chain management procurement and Supplies; c) A master's degree in supply chain management, Purchasing and Supplies or its equivalent qualifications from a recognized institution.

Professional Qualifications / Membership to professional bodies	
a) Member of KISM or CIPS and other relevant professional bodies in good standing.	
Previous relevant work experience required.	
a) At least ten(10) years' relevant work experience with five (5) in a Managerial capacity. b) Leadership Course lasting not less than four (4) weeks from a recognized institution; c) Demonstrated competence in work performance; and d) Fulfilling the requirements of Chapter Six of the Constitution.	
Need to know:	Attributes:
a) Computer proficient b) Public Procurement Act and Regulations c) Public Procurement Oversight Authority guideline d) Sage ACCPAC and IFMIS e) Project Management f) Management Skills g) Corporate governance h) Strategic Skills i) HR for Non HR Managers j) Finance for non-finance managers k) QMS Auditing Skills l) Analytical skills m) Organisational skill n) Quality Management System	a) Interpersonal skills b) Time management c) Communication skills d) Leadership skills e) Team player f) Attention to detail g) Negotiation Skills h) Creativity i) Innovation j) Proactive