

JD 006 MANAGER- SUPPLY CHAIN

Job Title:	Manager -Supply Chain Services,
Grade:	KS 4
Ministry /Corporation:	Kenya Bureau of Standards
Directorate/Division	Managing Director
Department:	Supply Chain
Division:	Supply Chain Service
Section / Unit:	Services
Location / Workstation:	Kenya Bureau of Standards head office, Popo Road, Off Mombasa Road
Reporting Relationships	
Reports to:	Chief Manager- Supply Chain
Direct reports:	<ul style="list-style-type: none"> a) Assistant Manager Procurement b) Principal Procurement Officers
Indirect Reports:	<ul style="list-style-type: none"> a) Assistant Procurement officers b) Procurement Assistants c) Clerks d) Personal Assistant e) Messenger
Job Purpose	
The job holder manages and facilitate procurement of goods, equipment, services and works for KEBS.	
Key Responsibilities / Duties / Tasks	
I. Managerial / Supervisory Responsibilities	
<ul style="list-style-type: none"> a) Participate in development of the Department's Work plan and budget. b) Participate in the implementation of the performance management system in the section. c) 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. d) Coordinate regular meetings with staff and user departments to discuss department's performance and resolve any issues in procurement process. e) Mentor and coach departmental staff. f) Oversee day-to-day management; control the operations within department, including deployment of staff and physical resources. g) Identify training needs for the departmental staff. h) Participate in committee meetings as appropriate. i) Prepare and submit all monthly, quarterly and annual reports for the department. 	
II) Operational Responsibilities / Tasks	
<ul style="list-style-type: none"> a) Ensure verification of all procurement and disposal activities are done in accordance with the Public Procurement Act and KEBS manual and policies. b) Secretary to Disposal committee. c) Prepare and advertise Tenders. d) Approve purchase orders. e) Analyse patterns of sales and inventory levels of existing stock in the stores. f) Offer technical advice and works with Evaluation committees as required by the Public Procurement Act, Regulations and KEBS manual and policies. 	

<ul style="list-style-type: none"> g) Coordinate and participate in the opening and evaluation of Quotations, Tenders, Proposals and Expressions of Interest. h) Carry out Market Analysis to get the best deals for equipment, goods and services being procured. i) Prequalify suppliers in order to identify suppliers who can supply quality goods and services, in the correct quantities at the right time. j) Evaluate suppliers to measure their performance. k) Oversee implementation of the procurement Quality Management System. l) Issue procedures and manuals to department staff. m) Address all customer and staff issues to ensure smooth operations and good working relations between staff, user Departments and Suppliers. n) Attend Negotiations as required by the Public Procurement Act. o) Oversee preparation of Quarterly Reports on procurement from headquarters and all regions. 	
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) Monitor expenditures. 	
II. Responsibility for Physical Assets	
<ul style="list-style-type: none"> a) Responsible for physical assets assigned by the institutions. b) Provides oversight for the physical assets in the department. 	
III. Decision Making:	
<ul style="list-style-type: none"> a) Makes strategic, operational and financial decisions. b) Monitor subordinates work performance. c) Plans the work of subordinates d) Assigns work to subordinates. 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 degree in Supply Chain management, Purchasing and Supplies or equivalent, b) Relevant Master's Degree. 	
Professional Qualifications / Membership to professional bodies	
<ul style="list-style-type: none"> a) Post graduate diploma in Purchasing and Supplies. b) Member of KISM and/or CIPS and in good standing. 	
Previous relevant work experience required.	
At least eight (8) years relevant work out of which three (3) years' experience in a supervisory capacity.	
Need to know:	Attributes:
<ul style="list-style-type: none"> a) Computer proficient b) Public Procurement Act and Regulations c) Public Procurement Oversight Authority guideline d) Sage ACCPAC and IFMIS e) Project Management 	<ul style="list-style-type: none"> a) Interpersonal skills b) Time management c) Communication skills d) Leadership skills e) Team player f) Attention to detail g) Negotiation Skills

f) Management Skills g) Corporate governance h) Strategic Skill 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	h) Creativity i) Innovation j) Proactive
--	--