



Kenya Investment Authority

JOB ADVERTISEMENT FOR THE POSITION OF PROCUREMENT ASSISTANT

Kenya Investment Authority (KenInvest) is a State Corporation whose mandate is to promote and facilitate private investment by both domestic and international investors. The Authority is seeking to recruit a suitable candidate for the position of Procurement Assistant.

(a) Duties and Responsibilities

Reporting to the Supply Chain Management/Procurement Officer, the Procurement Assistant will be responsible for:

- (i) Providing support in the preparation of tender and procurement documents
- (ii) Assisting in the preparations of department work plans, procurement plans and budgets
- (iii) Preparing, reviewing and monitoring Authority's material and service requirements and make recommendations to the Supply Chain Management/Procurement Officer
- (iv) Reviewing purchase requests and specifications from users to ensure that the right items/services are procured
- (v) Verifying quotations and tender documents for approval by the Supply Chain Management/Procurement Officer before tendering process
- (vi) Evaluating overall price and past performance of each contractor /supplier and reporting to the Supply Chain Management/Procurement Officer for further action
- (vii) Ensuring that Authority stock holding policy is adhered to and there is uninterrupted supply of materials to departments and the whole organization and
- (viii) Performing any other duties as may be assigned from time to time.

(b) Requirements for appointment

- (i) Higher Diploma where applicable

-or-

Diploma in any of the following fields: Supplies Management, Procurement, Supply Chain Management or its equivalent qualifications from a recognized institution with minimum of four (4) years' experience in the relevant field.

- (ii) Demonstrate merit and ability as reflected in work performance and results with ability to work with multigenerational staff.

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Key Competences

1. Possess good oral and written communication skills including report writing;
2. Demonstrate a high degree of professionalism and competence in the work performance;
3. Be IT proficient, team player with ability to pay attention to details;
4. Have Excellent interpersonal and organizational skills and
5. Fulfill the requirements of Chapter Six of the Constitution of Kenya.

Compliance with Chapter 6 of the Kenyan Constitution

Successful candidate shall be required to meet the following compliance requirements and present them before engagement:

- a. A Certificate of Good Conduct from the Directorate of Criminal Investigations;
- b. A Compliance Certificate from Higher Education Loans Board (HELB);
- c. A Tax Compliance Certificate from Kenya Revenue Authority;
- d. A Clearance Certificate from the Ethics & Anti-corruption Authority (EACC); and
- e. A Clearance Certificate from Credit Reference Bureau (CRB).

Mode of Application

Interested qualified candidates are invited to apply and can access the detailed job description and specifications from 'Careers' section at www.invest.go.ke and submit their **ONLINE OR HARD COPY** applications to **The Ag. Managing Director, Kenya Investment Authority** together with a **cover letter for the position with a reference number and grade, detailed Curriculum Vitae, copies of relevant academic and professional certificates, National identity card or passport and names and addresses of three referees** marked "**Job Ref No.8/2023 to careers@invest.go.ke OR dropped at Kenya Investment Authority , P O Box 55704-00200 Nairobi, 15th Floor-Old Mutual Tower -Upper Hill in the Tender Box Marked Procurement Application.**

Applications in **PDF** format or **Hard copy** should be submitted by **30th August 2023**. (No applications will be received or considered after the closing date.)

Only candidates who have met all the requirements of the advert and have been selected for an interview will be contacted.

KenInvest is an equal opportunity partner and all are encouraged to apply. Canvassing will lead to automatic disqualification.