



THE KITALE NATIONAL POLYTECHNIC
P.O. BOX 2162, KITALE TEL. 0202380086, 0721379304, 0780379304
Email: kitalenationalpolytechnic@gmail.com Website: www.kitalenationalpolytechnic.ac.ke

VACANCY ANNOUNCEMENT

Head of Procurement Unit

The Kitale National Polytechnic invites applications from suitably qualified persons to fill the vacancy of Head of Procurement Unit.

For an appointment to this position an officer must have;

1. Be a Kenyan citizen
2. Be in possession of a first degree in Procurement and Supply Chain or equivalent from a recognized institution.
3. Possession of a Masters degree in the relevant field will be an added advantage.
4. Must have served in the position of Procurement Officer I or equivalent position in the Public Service or Private sector for a minimum period of two (2) years.
5. **Must** be registered with the relevant professional body
6. Candidates short listed for interview will be required to produce a Certificate of Good Conduct from the Directorate of Criminal Investigations, clearance or compliance certificate from the Higher Education Loans Board (HELB), Tax Compliance certificates by Kenya Revenue Authority, a clean report from an approved credit reference bureau and a duly attested self – declaration form by the Ethics and Anti – Corruption Commission.

Key Responsibility

- i. Supervising inventories and stock control
- ii. Planning of supply chain management activities
- iii. Coordination of procurement plans from all departments.
- iv. Registration and maintaining of records of prequalified suppliers and service providers
- v. Coordinate receiving of official requests/ orders from users to purchase specified goods /services and subsequent documentation.
- vi. Participate in the Contracting process; acquisition of goods and services and coordinate payments thereof.
- vii. Participate in disposal of boarded stores.

Attach copies of academic professional certificates, testimonials, CV, copy of National ID, and day time telephone contact to reach the Principal on or before Friday 2nd July, 2021. All applications to the above posts should be in own handwriting should be addressed to

Principal

The Kitale National Polytechnic
P.O Box 2162
KITALE

WE RESERVE THE RIGHT TO ACCEPT OR REJECT ANY APPLICATIONS. Only shortlisted candidates will be contacted.

The Kitale National Polytechnic is an "Equal Opportunity" Employer and does not discriminate on the basis of gender and/or disability.

**The Chief Principal
Kitale National Polytechnic
P.O Box 2162-30200
Kitale**

An ISO 9001:2015 Certified Institute

