



# REPUBLIC OF KENYA

County Assembly Building  
P. O. Box 487 – 10400, Nanyuki  
Email: [info@laikipiaassembly.go.ke](mailto:info@laikipiaassembly.go.ke)



## COUNTY ASSEMBLY OF LAIKIPIA

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# VACANT POSITIONS

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September 1, 2023

### **Brief Overview:**

The County Assembly of Laikipia (CAL) is the legislative wing of the County Government of Laikipia.

The County Assembly Service Board of Laikipia County Assembly invites applications from suitably qualified Kenya citizens to fill currently vacant position detailed herein below.

**Position:** Director, Procurement and Supply Chain Management

**Employer:** Laikipia County Assembly Service Board

**Location:** Nanyuki

**Reporting to:** The Clerk of the County Assembly

**Salary:** 121,430 x 6,070 – 127,500 x 6,370 – 133,870 x 6,570 – 140,440 x 6,770 – 147,210 x 6,960 – 154,170 x 7,160 – 161,330 x 7,810 – 169,140 p.m.

**Allowances:** As per the SRC guidelines

### **Position Brief: Director, Procurement and Supply Chain Management (One Position)**

The Director, Procurement and Supply Chain Management at Laikipia County Assembly is a key leadership role responsible for overseeing and managing the procurement and supplies functions in accordance with the Public Procurement and Disposal Act (PPDA) of 2015 and the county's regulations. This position plays a crucial role in ensuring efficient and transparent procurement processes while adhering to legal and ethical standards.

### **Duties and Responsibilities**

- Develop and implement procurement strategies that align with the principles and objectives of the Public Procurement and Disposal Act (PPDA) 2015 of Kenya.
- Plan and manage procurement processes, adhering to the guidelines outlined in the PPDA 2015.

- Conduct open and competitive tendering processes as stipulated by the PPDA 2015 regulations.
- Monitor supplier performance, contract compliance, and ensure timely delivery of goods and services.
- Maintain accurate and transparent records of procurement transactions in accordance with the PPDA 2015.
- Collaborate with relevant departments to forecast procurement needs and budget allocation.
- Provide guidance to ensure procurement practices are consistent with the PPDA 2015 and ethical standards.
- Prepare and present procurement reports to senior management and relevant committees, including adherence to the PPDA 2015.
- Lead and mentor procurement staff, fostering their understanding of the PPDA 2015 regulations and principles.

**Qualifications:**

- Bachelor's degree in Procurement, Supply Chain Management, or a related field with seven (7) years' experience in procurement and supplies management, with a track record of PPDA-compliant practices, three of which must be in a position of Deputy Director or equivalent OR.
- Master's degree in Procurement, Supply Chain Management, or a related field with five (5) years' experience in procurement and supplies management, with a track record of PPDA-compliant practices, three of which must be in a position of Deputy Director or equivalent.
- Membership in a relevant professional body (e.g., KISM, CIPS).
- Minimum of 5 (five) years of experience in procurement and supplies management, with a track record of PPDA-compliant practices, three of which must be in a position of Deputy Director or equivalent.
- Thorough understanding of the PPDA 2015 regulations and public procurement laws in Kenya.
- Strong management, administration, negotiation, communication, and organizational skills.

- Proficient in using procurement software and tools in compliance with the PPDA 2015. Experience with IFMIS system will be an added advantage

**Application Process:** Interested candidates are invited to submit their applications, including a detailed CV and cover letter, to [applications@laikipiaassembly.go.ke](mailto:applications@laikipiaassembly.go.ke) by September 21, 2023. Only shortlisted candidates will be contacted for interviews.

### **How to Apply**

If you qualify for any of these positions and want to apply, please drop, or send by post or email, your CV including detailed work experience and education, a cover letter stating why your skills and qualifications are suitable for this position and give at least three professional references with complete contact information to the address below on or before September 21, 2023.

All applications should have the position being applied for clearly marked as **Application for the (Position being applied for)** on the envelope. Interested candidates are invited to submit their applications, including a detailed CV and cover letter to;

**The Secretary**  
**County Assembly Service Board**  
**Laikipia County Assembly**  
**P.O. Box 487 – 10400 Nanyuki**  
**Email address: [info@ laikipiaassembly.go.ke](mailto:info@laikipiaassembly.go.ke)**

Remuneration will be commensurate with Commission on Revenue Allocation guidelines.

Only shortlisted candidates will be contacted for interviews. Laikipia County Assembly Service Board is an Equal Opportunity Employer.