

- 1. Job Title : Procurement Officer**  
**Job Grade : PPB 5**  
**No of posts : 1**  
**Terms of Service: Permanent and Pensionable**  
**Reporting to : Senior Procurement Officer**

**Purpose of the job**

The job entails undertaking and coordinating supply chain management activities in such areas as procurement, warehousing, disposal of stores and assets, market surveys and research, inventory and stock control and procurement plans in accordance to the laid down regulations and procedures. In addition, the officer will be involved in tender committee secretariat duties and implementation of existing Supply Chain Management policies, guidelines and procedures.

**a) Duties and Responsibilities**

Duties and responsibilities at this grade will entail;

- I. Assisting in planning and coordinating supply chain management activities in such areas as procurement, warehousing, distribution, fleet management, disposal of stores and assets, market survey and research, procurement plans, inventory and stock control
- II. Implementing Supply chain management policy decision
- III. Procure and distribute supplies to departments and regional offices in accordance with existing regulations. Track procurement requisitions and ensuring all procurement requisitions are as per the procurement plan;
- IV. Initiate formulation of policies, strategies and procedures, development of work plans, procurement plans and budget for the department;
- V. Coordinate preparation of tender documents, Request for Proposals (RFP) and Expression of Interest (EOI); advertisement notices for goods and services, pre-bid briefing and pre-proposal conferences, prequalification document/s, contract documents;

- VI. Coordinate evaluation of bids; quotation opening and ensuring timely opening of tenders RFQs;
- VII. Consolidate annual procurement and disposal plan;
- VIII. Prepare annual performance report for presentation to the Board; and Coordinate management reports such as monthly reports, quarterly reports and annual reports, PPRA statutory reports and any ad hoc report;
- IX. Any other relevant duties as may be assigned.

**b) Requirements for Appointment**

For appointment to this grade, an officer must have:

- i) Bachelor's degree in either Procurement and Supply Chain Management, Business Administration or Commerce (Supplies Management option);  
OR  
Bachelor's degree in Business Administration (Marketing option) or Commerce (Marketing option) plus a Diploma in Supply Chain Management or its equivalent from a recognized institution;
- ii) Registered with the Kenya Institute of Supplies Management or Chartered Institute of Purchasing and Supplies or any other relevant professional body.
- iii) Attended a management / supervisory skills development course lasting not less than two (2) week from a recognized institution;
- iv) Satisfactorily served in a public service / government entity for at least three (3) years;
- v) Proficiency in computer applications; and
- vi) Shown merit and ability in work performance and results.

**c) Personal Qualities**

- Ability to get on well with diverse workforce
- Good knowledge in the professional files of specialisation
- Good communication skills
- Ability to take instructions
- Good organisational and supervisory skills

- 2. Job Title : Secretary to the Chairman of the Board**  
**Job Grade : PPB 5**  
**No of posts : 1**  
**Terms of service: Permanent and Pensionable**  
**Reporting to : Chairman of the Board**

### **Duties and Responsibilities**

An officer at this level will be deployed to work for Chairman, Pharmacy and Poisons Board. Duties and responsibilities at this level will entail: taking oral dictation; using e-office to research and process data; operating office equipment; attending to visitors/clients, handling telephone calls; coordinating schedules of meetings and appointments; ensuring security of office records, equipment and documents including classified materials, preparing responses to routine correspondences; managing office protocol and etiquette; managing petty cash; monitoring procedures for record keeping of correspondence and file movements; maintaining an up to date filing system in the office; coordinating travel arrangements; handling customer inquiries and complaints; establishing and undertaking any other office administrative services duties that may be assigned.

### **Requirements for Appointment**

For appointment to this grade an officer must have:

- (i) Served in the grade of Senior Assistant Office Administrator for a minimum period of three (3) years;
- (ii) Higher diploma in Secretarial Management from Kenya National Examination Council;
- (iii) Business Education Single and Group Certificates (BES & GC) stages, I, II and III from the Kenya National Examination Council in the following subjects:
  - a) Shorthand III (Minimum 120 (p.m.);
  - b) Typewriting III (50 p.m.);
  - c) Business English III/Communications II;
  - d) Commerce II;
  - e) Office Practice II;
  - f) Office Management III/Office Administration and Management III;
  - g) Secretarial Duties;

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- (iv) Certificate in Secretarial Management Course lasting not less than four (4) weeks from Kenya School of Government or any other Government Training institution;
- (v) Certificate in Supervisory Skills Course lasting not less than two (2) weeks from a recognized institution;
- (vi) Certificate in Public Relations and Customer Care course lasting not less than two (2) weeks from a recognized institution;
- (vii) Certificate in Computer Applications from a recognized institution
- (viii) Be a member of the professional body of Kenya National Secretaries Association (KENASA), and
- (ix) Shown merit and ability as reflected in work performance and results.

**Interested candidates must attach clearance certificates from:**

- i. Kenya Revenue Authority;
- ii. Higher Education Loans Board;
- iii. Ethics and Anti-Corruption Commission;
- iv. Directorate of Criminal Investigation;
- v. Credit Reference Bureau (CRB).

The application should be attached with detailed curriculum vitae, copies of academic testimonials and copy of national identity card. They should be sent in a plain and sealed envelope with a clear mark of the position applied for and deposited or sent to the Pharmacy and Poisons Board through the address below.

**Chief Executive Officer  
Pharmacy and Poisons Board  
P.O Box 27663-00506  
Nairobi**

Only shortlisted candidates will be contacted. The Board is an equal opportunity employer.

The closing date is on **24<sup>th</sup> August, 2018 at 4.00pm.**