



COUNTY ASSEMBLIES FORUM (CAF)

Flamingo Towers, 5th Floor Wing B, Mara Road, Upper Hill P.o Box 73552- 00200 Nairobi Kenya Tel: 0701 046 933
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JOB VACANCY

The County Assemblies Forum (CAF) invites applications from suitably qualified candidates for the position of a Procurement officer for the CAF Secretariat, Nairobi.

POSITION:	PROCUREMENT OFFICER
TERMS OF SERVICE:	5 year contract renewable
OTHER BENEFITS:	Medical Cover (Inpatient and Outpatient cover) and Gratuity on expiry of contract
REF:	CAF/HR/002/2019

Requirements for the Appointment

For appointment to this grade, an applicant must have:

- I. Bachelor's Degree in Procurement; OR
- II. Bachelor's degree in Economics, Commerce, Business Administration or equivalent with postgraduate qualification in Procurement/Supplies Management
- III. Demonstrable knowledge and experience in procurement management

Departmental Functions

The Procurement service entails inventory control, procurement, custody, physical distribution, utilization, verification, write-off and disposal of stores; custody of movable property; prevention and detection of losses and guarding against wastage and misuse through procurement and disposal according to laid down procedures and regulations.

Responsibilities

- I. Planning and co-ordination of supplies management services;
- II. Enforcement of Government procurement regulations, systems and procedures;
- III. Preparation of supplies estimates of expenditure and control of Vote;

- IV. Initiation of policy, review and updating of existing regulations, supplies management instructions, inspection, training and development of the supplies personnel.

HOW TO APPLY

- I. Interested candidates who meet the minimum requirements to submit their applications together with :
 - A detailed Curriculum Vitae;
 - A copy of National Identity Card and
 - Copies of Relevant Academic and Professional Certificates
 - Any other relevant supporting documents
- II. Applicants should submit three (3) names of referees and their mobile telephone and e-mail contacts

Please Note that

- I. The Forum is an equal opportunity employer.
- II. Applicants are not required to undergo any medical examination or pay any monies in regard to this advert.
- III. Only shortlisted candidates will be notified and will be required to provide clearance from KRA, CID, EACC, HELB and CRB
- IV. It is a criminal offence for any applicant to provide false information and documents in the job application
- V. Canvassing will lead to automatic disqualification
- VI. Applications are via email only. Applicants must scan and attach all the required documents.
- VII. Failure to attach one or all the required documents will lead to disqualification.

All applications should be addressed and emailed to:

The Chief Executive Officer
County Assemblies Forum
Flamingo Towers, 5th Floor, Upperhill, Mara Road
P O Box 27512-00506
NAIROBI

Email to: jobs@countyassembliesforum.org

To reach the Forum on or before 20th December 2019