

JOB DESCRIPTIONS AND JOB SPECIFICATIONS (REQUIREMENTS) FOR VARIOUS POSTS ADVERTISED IN THE DAILY NATION ON TUESDAY 24TH MAY 2022

Advert No. HR/07/2022 – SUPPLY CHAIN OFFICER - (1 POST)

Purpose of the Job

This position is responsible for developing and implementing the institution procurement plan to ensure availability of required goods and services at all times according to the institution requirement and strategies

Requirements-Job Specification

1. Bachelor's Degree in Procurement/Supply Chain Management from a recognized institution
2. Registered with a professional body (KISM) and in good standing.
3. Possess a Certified Procurement and Supply Professional of Kenya (CPSP-K)
4. Good understanding of Public Procurement and Assets Disposal (PPAD) Act 2015, PPAD Regulations 2020 and all Procurement Laws and Regulations.
5. At least five years working experience in the same position.
6. Experience in using ERP systems
7. Proficiency in computer applications;
8. Good leadership, supervisory, interpersonal, organizational and communication skills.

Duties and responsibilities:

1. Preparation of the annual and termly budget for section.
2. Receiving, consolidating and submitting annual procurement plans and management reports.
3. Preparing tender and prequalification documents for expression of interest.
4. Ensure and maintain compliance to procurement process controls in IT system.
5. Ensure no Conflict of interest in the tendering and procurement process
6. Ensuring Compliance with the relevant procurement laws and regulations in order to reduce exposure to risks associated with noncompliance.
7. Coordinate the preparation of the procurement work plan to ensure the timely delivery of goods and services
8. Establishing control mechanisms in management and use of materials.
9. Carrying out market surveys and research in inventory and stock control, in accordance with the laid down regulations and procedures;
10. Formulation of policies that are relevant to Supply Chain Function as per government regulations.
11. Drawing up of departmental processes and procedures as per the Quality Management System
12. Management, monitoring and supervision of staff in the section including performance appraisal
13. Detection and prevention of losses and wastage of stores and equipment through proper distribution and management.
14. Plan and conduct departmental meetings;
15. Assess and recommend sectional Training Needs
16. Ensure safe storage of stores and equipment;
17. Secretary to tender and procurement committees.
18. Any other relevant duty assigned

Advert No. HR/08/2022 DEPUTY SUPPLY CHAIN OFFICER (1 POST)

This position is responsible for procuring goods, works and services to ensure the institution requirements are met in accordance with the Public Procurement and Asset Disposal Act

Requirements

1. Diploma in Procurement/Supply Chain Management/ Stores Management from a recognized institution;
2. Registered with a professional body (KISM) and in good standing.
9. Good understanding of Public Procurement and Assets Disposal (PPAD) Act 2015, PPAD Regulations 2020 and all Procurement Laws and Regulations.
3. At least three years relevant working experience in the same field.
4. Proficiency in computer applications
5. Good supervisory, interpersonal, organizational and communication skills.

Duties and responsibilities:

1. Deputizing for Supply Chain Officer.
2. Assisting in Preparation of the annual and termly budget for section.
3. Ensure and maintain compliance to procurement process controls in IT system.
4. Ensure no Conflict of interest in the tendering and procurement process.
5. Carrying out market surveys and research in inventory and stock control in accordance with the laid down regulations and procedures;
6. Ensuring compliance with the relevant procurement laws and regulations in order to reduce exposure to risks associated with noncompliance
7. Assist in Formulation of policies that are relevant to Supply Chain Function as per government regulations
8. Assisting in drawing up of departmental processes and procedures as per the Quality Management System
9. Coordination of receiving and issuing of stores and equipment
10. Coordinating and supervising of stock taking and reporting to the Supply Chain Officer
11. Recommend disposal of idle stores and equipment as per government regulations and procedures
12. Detection and prevention of losses and wastage of stores and equipment through proper distribution and management.
13. Reconciliation, preparation and maintenance of records;
14. Updating of the supplier master file in the ERP system with the qualified suppliers are to enhance ease in the procurement of goods, works and services
15. Ensure safe storage of stores and equipment
16. Any other relevant duty assigned

Advert No. HR/09/2022 STORE KEEPER (1 POST)

This position is responsible to provide support in the management of store operations. The storekeeper schedules deliveries, keeps store records, attends to queries on stores, and prepares store documentation

Requirements

1. Diploma in Procurement/Supply Chain Management/ Stores Keeping from a recognized institution;
2. Registered with a professional body (KISM) and in good standing.
3. Good understanding of all Procurement regulations and statutory requirements.

4. At least four years relevant working experience.
5. Experience in using ERP systems
6. Good Communication/Interpersonal and Organizational skills

Duties and responsibilities.

1. Schedule deliveries for supplies goods and services to ensure minimal disruption to store the institution's operations
2. Attend to store enquiries to ensure user departments are well informed of available stocks and the corresponding stock levels to support efficiency and effectiveness in the delivery of service.
3. Issue and receipt of stores for storage and for timely issuance to the user department
4. Maintain accurate and up to date store records for accountability purposes
5. Label the stock as received to support easy identification, and to protect against theft.
6. Conduct stock checks in order to identify wear or defects, to ensure such stock is replaced and accounted for in the books of accounts for cost management purposes.
7. Provide suggestions on areas of improvement in the management of stock to enhance efficiency and effectiveness in the delivery of service
8. Arrange received goods in the store to support ease in accessibility and retrieval, and to minimise accidents
9. Ensuring proper use, care and maintenance of Driving School Vehicles.
10. Ensuring compliance to all traffic laws and regulations.
11. Any other relevant duties.

Advert No. HR/10/2022 ASISTANT STORE KEEPER (1 POST)

Requirements

10. Certificate/Diploma in Procurement/Supply Chain Management/ Stores Keeping from a recognized institution;
11. Registered with a professional body (KISM) and in good standing.
12. Good understanding of all Procurement regulations and statutory requirements.
13. At least one year relevant working experience.
14. Experience in using ERP systems
15. Good Communication/Interpersonal and Organizational skills

Duties and responsibilities.

1. Ensures stock re-order levels are maintained.
2. Assist in ensuring that all goods received agree with the purchase order quality, quantity and price.
3. Ensures that the inspection and acceptance committee members are present when goods are been received.
4. Assist in ensuring that all goods received are stored and recorded properly.
5. Maintain up to date stock bin cards.
6. Follows stores control procedures at all times for receiving, entering, and storing.
7. Ensures that all departmental requisitions have been authorized prior to issuing of items requested.
8. Ensure that no unauthorized persons enter in the stores.
9. Participates in monthly stock taking exercise.
10. Keeps stores record and ensure that they are upto date.
11. Any other relevant duties.

Advert No. HR/11/2022 DRIVING SCHOOL INSTRUCTORS (2 POSTS) –RE-ADVERTISEMENT

Requirements

1. Diploma in Automobile engineering or its equivalent from a recognized institution
2. Instructors Licence
3. NTSA Accredited Instructor Training Certificate from an approved Institution
4. Have the requisite Driving Licence Class B and C
5. Conversant with NTSA Act and Regulations
6. Knowledge of National Highway Traffic Safety Administration.
7. Minimum three years working experience in Instructing.
8. Good analytical and problem solving skills.
9. Police Clearance Certificate (Certificate of Good Conduct)
10. Good Communication/Interpersonal and Organizational skills
11. Possess Business Development acumen.

Duties and responsibilities.

1. Develop lesson plans and design curriculum to ensure all areas of driving course work are covered
2. Teach students motor vehicle operation, road rules and safe driving practices to impart driving skills
3. Provide practical driving lessons on the road to ensure lesson learnt in class are put into practice
4. Monitor student's driving, offering advice and assistance as needed to help the students develop their driving skills.
5. Instruct students on the basic operation of a vehicle, defensive driving techniques and minor car maintenance
6. Assess student's class work and driving abilities to provide a basis of recommending issuance of driver's license to students who qualify

Advert No. HR/12/2022 –TECHNICIANS IN: LABORATORY , BAKING, AND MASONRY

Requirements

A. Baking Technician

1. Minimum Certificate level in Baking Technology
2. At least one year working experience in the same field
3. Possess Business Development acumen, marketing and advertising skills for bakery products.
4. Good analytical, Communication ,Interpersonal and problem solving skills
5. Ability to observe high levels of hygiene and sanitation
6. Ability to observe high levels of Safety, Health and Environment at the work place
7. Team Player

Duties and responsibilities.

1. Maintain cleanliness, hygiene, proper arrangement and orderliness in the workshops.
2. Ensure all equipment in the workshops are well maintained by regularly cleaning them and checking their working conditions
3. Participate in receiving training materials and ensuring their quality

4. Regular stock taking and maintenance of reasonable stock levels
5. Ensure timely production and issuance of quality bakery products.
6. Maintain smooth operations of all bakery workshop operations including practicals
7. Establish and maintain the applicable records of all bakery workshop operations
8. Establish and maintain good marketing and advertising strategies.

B. Masonry Technician

1. Minimum Certificate level in Building Technology or its equivalent
2. At least one year working experience in the same field
3. Good analytical, Communication ,Interpersonal and problem solving skills
4. Ability to observe high levels of Safety, Health and Environment at the work place
5. Team Player

Duties and responsibilities.

1. Assist students and trainers during masonry practical's
2. Tasks relating to repairs and maintenance in your area of specialization and in the institute.
3. Liaise with the HOD in making required requisitions for the practicals.
4. Report major repairs required
5. Ensuring proper usage, safe custody and inventory of kits, tools and equipment
6. Ensure general cleanliness and safety of the work area.
7. Any other relevant duty assigned.

C. Laboratory Technician

1. Minimum Diploma in Applied Biology from a recognized institution
2. At least one year working experience in the same field
3. Good analytical, Communication ,Interpersonal and problem solving skills
4. Ability to observe high levels of hygiene and sanitation
5. Ability to observe high levels of Safety, Health and Environment at the work place
6. Team Player

Duties and responsibilities.

1. Assisting students and trainers during practicals.
2. Advising and assisting in preparation of the budget for Laboratory requirements
3. Carry out installation, routine checks, repairs & maintenance in the laboratory
4. Keeping the inventory of department stores
5. Ensuring proper usage of kits, tools and equipment
6. General cleanliness of the laboratory
7. Any other relevant duty assigned

Advert No. HR/13/2022 – ASSISTANT SECRETARY III (1 POST)

Requirements

1. Typewriting II (40 w.p.m.)/ Computerized Document Processing II
2. Shorthand II (60 w.p.m.) or Audio typing II
3. Business English II/Communications I
4. Office Practice II
5. Secretarial Duties II
6. Commerce II

7. A certificate in Computer Applications from a recognized institution.
8. At least one year experience in a similar position

Duties and responsibilities.

Receiving Clients in the department.

Typing and printing

Photocopying and duplicating documents

Filing documents

Handling incoming and outgoing telephone calls

Maintaining daily files/folders in the computer

Taking minutes for assigned meetings.

Attending to visitors

Cleaning and dusting the HODs and Deputy HODS office as assigned.

Any other relevant duty assigned

For detailed Job Description and Job Specification (requirements) log in to our website: www.kist.ac.ke

Application process: send your current CV, Academic and Professional Certificates and Testimonials to: **Principal, Po.Box 414-00900, Kiambu, on or before C.O.B Friday 10th June, 2022** in a brown, A4 envelope clearly sealed and with the advert reference number clearly indicated.

DELIVERY MODE: Hand delivery, Post Office or Courier. NOTE: For hand delivery, ensure you register your name and Date of delivery at our reception and drop the application at a provided sealed box. We shall not be responsible for loss of hand delivered documents not registered in the provided book.

Only shortlisted candidates will be contacted.

KIST is an equal opportunity employer; women, youth and people with disabilities are encouraged to apply.