



JARAMOGI OGINGA ODINGA

UNIVERSITY OF SCIENCE AND TECHNOLOGY (J)

Jaramogi Oginga Odinga University of Science and Technology (JOOUST) wishes to recruit qualified and dedicated persons for the JOOUST-USAID *BORESHA JAMII* Program funded by the United States Agency for International Development (USAID) to implement Kenya Health Partnerships for Quality Services (KHPQS) in Kakamega, Kisumu, Nyamira and Vihiga Counties. The focus is to increase use of Quality County led health and social services in the following programmatic areas; HIV care and treatment, FP, Reproductive Health, Maternal, Neonatal, Child and Adolescent Health (FP/RHMNCAH), Nutrition, Water and Sanitation (WASH), and mitigating social determinants that affect Orphans and Vulnerable Children (OVC), DREAMS, Key and Priority Population (KP/ PP) and Voluntary Medical Male Circumcision (VMMC).

We are seeking to recruit qualified and competent individuals to fill the following vacant position in JOOUST-USAID-*Boresha Jamii* Program:

RE ADVERTISED

POSITION: PROCUREMENT MANAGER-GRADE 13 - JOOUST/ UBJ/F&A/11/2021

Reports to the Chief of Party

Job Summary

The position has overall responsibility for the operations of the supplies and procurements of the program, ensuring adherence to the statutory guidelines, USAID rules and requirements, Procurement Policies and the PPAD Act and regulations.

Roles and Responsibilities

- Planning and coordinating of the supplies management function.
- Managing the tendering process and contracts
- Train and guide user departments on effective and efficient procurement procedures as applicable to USAID programming.

- Ensure timely and efficient availability of supplies by enabling contractual relationships with external suppliers while minimizing undue exposure to litigation.
- Enforcement of procurement regulations as articulated in the policies, systems and procedures and updating management in changes as and when they happen.
- Advise administration on various procurement regulations as and when required.
- Attend to all memos marked to the department for further action.
- Be available as a key stakeholder during internal and external audits.
- Supervise staff and manage their performance ensuring they meet standards.
- Consolidate procurement plans and liaising with the program teams to ensure the requests have clear specifications.

Minimum Requirements

- Master's degree in Supply Chain Management or Procurement Management, from a recognized University
- Bachelor's degree in Supply Chain Management or Procurement Management, from a recognized University
- Professional qualification in Purchasing & Supply
- Minimum nine (9) years' relevant experience as a Senior Procurement Officer or equivalent
- Be a member of KISM or a professional procurement body recognized by law
- Possess in-depth knowledge of prevailing Public Procurement and Disposal Act and PPD Regulations
- Knowledge and experience of ERP or any other procurement application software.
- Willingness to work a flexible schedule.
- Served in a similar position with an elaborate track in procurement management stretching over 3 years.
- Knowledge of US federal procurement regulations other major donor funding agencies will be an added advantage
- Applicants with experience in managing USAID/NIH/CDC program will have an advantage.

Terms of Service

The successful candidates will be employed on an initial two-year contract term with a possibility of renewal with a competitive remuneration package subject to availability of funds

How to apply

Candidates are advised to visit Jaramogi Oginga Odinga University of Science and Technology website www.jooust.ac.ke for the positions advertised.

Candidates who satisfy the requirement stated above should forward their application both in **soft and hard copy**, quoting the reference number for the position applied for including up to date curriculum vitae, details of current remuneration, certified copies of academic and professional certificates, and testimonials as well as names and contacts (including postal and email addresses, and daytime telephone numbers) of three referees to reach the under-mentioned So as to be received on or before **10th December 2021** by 5.00 pm.

Applicants should also meet the requirements of chapter six (6) of the Constitution of Kenya 2010.

Vice-Chancellor
Jaramogi Oginga Odinga University of Science and Technology
P.O. Box 210 – 40601, BONDO, Kenya
TEL. 057 – 2501804
Email – vc@jooust.ac.ke

Only successful candidates shall be contacted

Jaramogi Oginga Odinga University of Science and Technology is an equal opportunity employer. Women and Persons with Disabilities are encouraged to apply.

-----END.....