



VACANCY ADVERTISEMENT

Kenya Institute of Supplies Examination Board (KISEB) is established under Section 12 of Supplies Practitioners Management Act, Cap 537. KISEB is mandated to prescribe and regulate syllabuses of instruction for supply chain management professional certification, prepare and conduct examinations for persons seeking registration as procurement and supply chain management professionals, issue professional qualifying certificates and other awards, and promote recognition of its examination in foreign countries.

The Board is committed to attracting and retaining competent employees to ensure efficient and effective service delivery. In this regard, KISEB seeks to recruit competent and qualified individuals to fill the following vacant position:

Vacancy no.	KISEB 01/2025/2026
Job Title	Supply Chain Management Officer
Grade	Grade 6
Terms of Service	Permanent and Pensionable
Department	Supply Chain Management
Division	N/A
Location/ Work Station	KISEB Headquarters, Nairobi
Reporting Relationships	
Reports to	Deputy Director-SCM

a) Job Specifications

This is the entry grade for this cadre for degree holders. An officer at this level will work under guidance and supervision of a senior officer.

The duties and responsibilities of the officer will entail:

- i. Sourcing for goods, works and services as per the procurement law;
- ii. Raising purchase orders for goods, works and services for approval;
- iii. Liaising with suppliers to ensure timely delivery of goods and services;
- iv. Undertaking market surveys to ensure KISEB obtains value for money;
- v. Ensuring safe custody of all procurement records;
- vi. Participating in the opening quotations and tenders;
- vii. Provide secretariat services to tender evaluation committees;
- viii. Preparing and updating of procurement plans and other statutory reports; and
- ix. Carry out procurement and disposal activities in accordance with the Public Procurement and Asset Disposal Act 2015, KISEB's Procurement Manual and Policies.

b) Person Specifications

For appointment to this grade, a candidate must have:

- i. A Bachelor's Degree in Procurement & Supplies Management, Business Administration (procurement option), or an equivalent qualification from a recognized institution;
- ii. Certified Procurement and Supply Professional of Kenya (CPSP-K)

- iii. Proficiency in computer applications; and
- iv. Fulfilment of the requirements of Chapter 6 of the Constitution.

c) Key Competencies and skills

- i. Good documentation skills
- ii. Good communication and reporting skills
- iii. Good interpersonal skills
- iv. Attention to detail
- v. Team player

Basic Salary Scale:

Kshs. 56,000 X 3,500 – 59,500 X 4,000 – 63,500 X 4,000 – 67,500 X 4,000 – 71,500 X 4,000 – 75,500 X 4,500 – 80,000 X 4,500 – 84,500 p. a

How to Apply

Soft copy applications: Interested and qualified persons should submit their applications through KISEB Job Application Template (Google Form) on or before **Tuesday, 4th November 2025**.

KISEB Job Application Link: <https://forms.gle/wTFiDKCSNYRjoMQX9>

Please note that:

KISEB is an equal-opportunity employer. Candidates from marginalized regions are encouraged to apply. **Canvassing will lead to automatic disqualification.** Only shortlisted and successful candidates will be contacted. Shortlisted candidates shall be required to produce original and certified copies of their national Identity Card, Academic and Professional Certificates, and transcripts during interviews.

The Secretary/Chief Executive Officer

Kenya Institute of Supplies Examination Board

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