

Supply Chain Management Officer (Procurement & Disposal)

REF: NSDCC/21

Job Title	Supply Chain Management Officer (Procurement & Disposal)
Grade	NSDCC 7
Contract Term	3 Years renewable, subject to satisfactory performance
Corporation/Organization	National Syndemic Diseases Control Council
Department	Supply Chain Management
Location / Workstation	Headquarters, Nairobi
Reporting Relationships	
Reports to	Senior Supply Chain Management Officer
Job Purpose	
To support the administration of the supply chain management functions to ensure effective and efficient delivery of Procurement services in compliance with the public Procurement legislations.	
Key Responsibilities/ Duties / Tasks	
<ol style="list-style-type: none"> 1. Implementing supply chain management policies, regulations and procedures in line with the Public Procurement and Asset Disposal Act, 2015 and Regulations 2020 to deliver on Council's mandate; 2. Implementing procurement plans and processing purchase requisitions; 3. Preparing, publishing and processing tenders and asset disposal documents/opportunities to facilitate fair competition; 4. Conducting demand planning, inspecting utilization and taking stock of supplies; 5. Participating in preparation of annual procurement and disposal plans for the Council; 6. Updating contract details in government portals that is PPIP (Public Procurement Information Portal); 	

7. Participating in sourcing, supplier evaluation/rating, inviting offers, negotiations and contracting;
8. Preparing agenda and taking minutes for tender and procurement committee;
9. Verifying payment documents for goods and services delivered to the Council by suppliers;
10. Conducting stock control and reconciliation, stock taking and stock audit exercise;
11. Drafting bid awards and tender advertisement notices;
12. Preparing prequalified list of suppliers; and
13. Participating in the preparation of periodic and annual supply chain management reports.

Job Competencies (Knowledge, Experience and Attributes / Skills).

Academic qualifications

Bachelor's degree in any of the following disciplines: - Procurement and Supply Chain Management, Purchasing and Supplies Management, Supply Chain Management, Procurement and Contract Management, Logistics and Supply Chain Management, Procurement and Logistics Management or equivalent qualification from a recognized institution.

Professional Qualifications / Membership to professional bodies

Member of the Kenya Institute of Supplies Management (KISM) in good standing.

Functional Skills, Behavioural Competencies/Attributes:

1. Effective communication skills;
2. Good time management;
3. Decision-making and problem-solving skills;
4. Target setting;
5. High standards of professional ethics;
6. Responsive, prompt and effective provision of services.
7. Team player;
8. Excellent interpersonal skills; and
9. Client service support and public relations.

Applicants who meet the above requirements should submit their applications, including an application letter accompanied by a detailed curriculum vitae that lists three (3) professional referees, current position/grade, daytime telephone contacts, email address, copies of certified academic and professional certificates, testimonials and a copy of the National Identity Card or Passport. All applications should quote the **title and reference number** of the position on the cover letter and envelope and be submitted not later than **Wednesday, March 4, 2026, 5.00 pm EAT** to the address below or electronically to recruitment@nsdcc.go.ke

**The Chairperson
National Syndemic Diseases Control Council
Maktaba Kuu Building 2nd Floor
P.O. Box 61307 – 00200
Nairobi
KENYA**

Only shortlisted candidates will be contacted. Canvassing will result in automatic disqualification.

Successful candidates will be required to obtain the following clearance documents:

1. Certificate of Good Conduct from the Directorate of Criminal Investigations (DCI)
2. Tax Compliance Certificate from the Kenya Revenue Authority (KRA)
3. Clearance Certificate from the Higher Education Loans Board (HELB)
4. Clearance from the Ethics and Anti-Corruption Commission (EACC)
5. Clearance Certificate from a Credit Reference Bureau (CRB)

NSDCC is an equal opportunity employer and is committed to inclusivity and diversity. Persons with disabilities and individuals from marginalized and minority communities who meet the qualifications are strongly encouraged to apply.