



JUDICIAL SERVICE COMMISSION

INTERNAL VACANCY ANNOUNCEMENT

The Judicial Service Commission is established under Article 171 of the Constitution of Kenya, 2010, with a mandate of promoting and facilitating the independence and accountability of the Judiciary, and the efficient, effective and transparent Administration of Justice. The Commission invites applications from suitable candidates to fill the vacancies in the **Directorate of Supply Chain Management Services** in the Judiciary as follows:

POSITION: ASSISTANT DIRECTOR, SUPPLY CHAIN MANAGEMENT SERVICES

Job Reference Number:	V/No.10/2024
Job Grade:	JSG (3)
Number of Posts:	Two (2)
Terms of Service:	Permanent and Pensionable

The Commission offers a competitive package to successful candidates

Job Purpose:

To develop and implement internal supply chain management policies, procedures, strategies and programs in line with the Public Procurement and Assets Disposal Act, 2015 and Regulations.

Reporting Responsibilities

The job holder will be responsible to the Deputy Director, Procurement Planning.

Key Duties and Responsibilities:

- i. Providing professional opinion and advisory services on Supply Chain Management;
- ii. Developing and implementing Supply Chain Management (SCM) policies, procedures, strategies and programs in line with the Public Procurement and Asset Disposal Act, (PPADA) 2015 and Regulations
- iii. Ensuring strict adherence to the Public Procurement and Asset Disposal Act, 2015 and the Judiciary Procurement and Disposal manual and policies;
- iv. Preparing and submitting timely and periodic management and statutory reports;
- v. Coordinating the preparation, advertisement, submission, opening and evaluation of Tenders/ Request for Proposals (RFPs) and other procurement initiatives;
- vi. Certifying invoices and vouchers to facilitate processing of payment of suppliers;
- vii. Providing secretariat services to the Procurement/Tender and Evaluation Committees and Contract Implementation Teams;
- viii. Conducting an in-depth analysis of all bids received in response to each tender, proposal and quotation;
- ix. Ensuring efficient and timely inspection and acceptance of goods and services;
- x. Coordinating the up-date of stock ledger cards and inventory management ledgers and verifying the available stock levels to warrant initiating a procurement process;
- xi. Monitoring contract management by user functions in conformity with the terms and conditions of the contracts;
- xii. Conducting continuous procurement market research, surveys and global trends with respect to Supply Chain Management;
- xiii. Preparing contract documents in line with the award decision;

- xiv. Preparing contract variations and modifications documents;
- xv. Ensuring safe custody of tender and contracts records and documents;
- xvi. Maintaining and archiving procurement and asset disposal documents and records in accordance with the Act;
- xvii. Preparing, coordinating amendments, implementing and monitoring Asset Disposal Plans;
- xviii. Facilitating Performance Management, mentoring, guidance and counseling of SCM staff;

Job Requirements: Qualifications for appointment:

For appointment to this grade, the applicant must have: -

- i. Bachelor's degree in any of the following disciplines: - Purchasing and Supplies/Procurement and Logistics Management/Commerce (Supplies Management option)/Business Administration (Supplies Chain Management) or related field from a recognized institution;
- ii. Professional qualification in Supply Chain Management/Procurement & Logistics Management from a recognized institution;
- iii. Valid Membership to Kenya Institute of Supplies Management (KISM);
- iv. Valid Practicing License issued by KISM;
- v. Senior Management Course from a recognized institution;
- vi. Proficiency in computer applications; and
- vii. Met the Requirements of Chapter Six (6) of the Constitution.

A master's degree in supply chain management will be an added advantage.

Experience:

At least **nine (9)** years relevant work experience in Supply Chain Management, **three (3) years** of which should be at middle-level management

Job Skills and Attributes:

- i. Excellent written and oral communication skills;

- ii. Leadership & Good interpersonal skills;
- iii. Professional and Technical competence;
- iv. Confidentiality, High Integrity, attention to detail and accuracy;
- v. Analytical & Negotiation Skills; and
- vi. Organizational, planning skills and Results-oriented

HOW TO APPLY

Interested and qualified persons are requested to make their applications by:-
Filling an **Online Application Employment Form** available at the JSC jobs portal: <https://jsc.go.ke/jobs-2/> Applicants should upload soft copies of the following documents to the online application-

- (a) A letter of application;
- (b) A detailed and updated curriculum vitae, *to include background information such as past employment record (if any).*
- (c) Names of three (3) referees; two (2) professional referees and one (1) character reference;
- (d) Copies of National Identity Card (I.D), Passport or any other relevant identifiable legal documents;
- (e) Copies of academic and professional certificates, testimonials and academic transcripts;

Successful candidates will be required to submit valid copies of clearance certificates from the following bodies: -

- Kenya Revenue Authority
- Higher Education Loans Board
- Directorate of Criminal Investigation
- Ethics and Anti-Corruption Commission
- A recognized Credit Reference Bureau

*Applicants **MUST** take note that it is a criminal offence to provide false information and documents in the job application and the same will be verified by relevant bodies.*

The application must reach the Commission **NOT LATER THAN FRIDAY 22ND NOVEMBER 2024 AT 5 PM.**

Only shortlisted and successful candidates will be contacted. Canvassing in any form will lead to automatic disqualification.

The Judicial Service Commission is an Equal Opportunity Employer and selects candidates on merit through fair and open competition from the widest range of eligible candidates. Applicants from special groups are encouraged to apply.