



KENYA INSTITUTE OF SUPPLIES MANAGEMENT
“Promoting Professionalism in Supply Chain Management”

19TH DECEMBER, 2023

RE-ADVERTISEMENT - CHIEF EXECUTIVE OFFICER

The Kenya Institute of Supplies Management is a body corporate established through the Supplies Practitioners Management Act (SPMA) 2007. KISM is mandated to make provision for the training, registration and licensing of supplies practitioners; to regulate their practice and for connected purposes. The Institute serves as the National body for Procurement and Supply Chain Professionals in the private and public sectors in Kenya.

The KISM Council seeks to recruit a visionary, dynamic and innovative leader with high professional and ethical standards to fill the position of the Chief Executive Officer. The successful candidate will be responsible for providing strategic leadership, driving business growth, ensuring operational efficiency, promoting corporate image and enhancing brand visibility.

JOB SPECIFICATIONS

- i. Shall be the Accounting Officer of the Institute;
- ii. Keep all documents and records of all assets of the Institute;
- iii. Prepare all documents due for gazettment as directed by the Council;
- iv. Keep the seal of the Council in such custody as the Council may direct;
- v. In consultation with the Council, be responsible for the direction of the affairs and transactions of the Institute, the exercise, discharge and performance of its objectives, functions and duties;
- vi. Ensure the maintenance of efficiency and discipline by all staff of the Institute;
- vii. Manage the budget of the Institute to ensure that its funds are properly expended and accounted for;
- viii. Implement the Council’s decisions and resolutions;
- ix. Exercise leadership and managerial oversight of the Institute’s core mandate and functions;
- x. Provide general oversight of all KISM activities, manage the day-to-day operations, and smooth functioning and efficiency within the Institute;
- xi. Provide leadership in the development of the Institute’s programs providing quality assurance and organizational stability through development and implementation of standards and controls, systems and procedures, regular evaluation, and an effective performance management system;
- xii. Develop and oversee efficient and effective strategies for recruitment, selection, retention, and evaluation of staff;
- xiii. Maintain effective collaboration and partnerships with organs of Government and Government agencies, County Governments, international organizations, private sector, non-governmental organization and other Stakeholders;
- xiv. Promote values and principles as spelt out in Articles 10 and 232 of the Constitution of Kenya in the operations of the Institute;
- xv. Lead, oversee, and ensure the implementation of applicable supplies practitioners standards in Kenya;

- xvi. Facilitate effective communication between the organization and the stakeholders;
- xvii. Develop and implement an effective performance management system for staff of the Institute;
- xviii. Guide and spearhead research on best practices with regard to supply chain in Kenya; and
- xix. Exercise and perform any other functions which the Council may determine from time to time.

PERSON SPECIFICATIONS

- i. Bachelors degree in any of the following disciplines: - Supply Chain Management and Logistics, Purchasing and Supplies Management, Procurement and Supplies Management, Procurement, Commerce, Business Administration, Commerce, Human Resource, Administration, Finance, Law, Social Sciences or an equivalent qualification from a recognized institution.
- ii. Masters Degree in any of the following disciplines: - Supply Chain Management, Logistics and Supply Chain Management, Procurement, Business Administration, Commerce, Human Resource, Administration, Finance, Law, Social Sciences or any other relevant qualification from a recognized institution.
- iii. Professional qualification and Membership to a professional body where applicable.
- iv. At least Fifteen (15) years' work experience five (5) years of which should been at a management level.
 - v. Leadership course from a recognized institution.
 - vi. Proficiency in computer applications.
- vii. Fulfilling the requirements of Chapter Six of the Constitution

How to apply

Qualified and interested candidates may apply **online** indicating the job title and the reference number, addressing their application letter to:

The Chairman
Kenya Institute of Supplies Management,
KISM Tower 12th Floor, Ngong Road
P. O Box 30400-00100, Nairobi
[**chairman@kism.or.ke**](mailto:chairman@kism.or.ke)

Candidates must attach **SCANNED COPIES OF THEIR CV WITH FULL DETAILS OF EDUCATIONAL BACKGROUND, PROFESSIONAL QUALIFICATIONS AND COPIES OF ALL RELEVANT DOCUMENTS/TESTIMONIALS.** Candidates who are subsequently invited to attend formal interviews must produce originals of all the scanned documents during the interview. Applications **MUST** be submitted online via email to: [**chairman@kism.or.ke**](mailto:chairman@kism.or.ke) so as to reach the Institute on or before midnight (11:59pm) on **Monday 8th January 2024**

*KISM is an equal opportunity employer. Canvassing will lead to automatic disqualification.
Only shortlisted candidates will be contacted.*

NB/Those who had applied need not to apply again. Physical applications shall not be accepted