



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

19TH DECEMBER, 2023

VACANCY ADVERTISEMENT - DEPUTY DIRECTOR, STRATEGY, PLANNING & RESEARCH

The Kenya Institute of Supplies Management is a corporate body established through an Act of Parliament, 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 is seeking to recruit a hands-on, dynamic, and knowledgeable and performance-oriented person to fill the position of **DEPUTY DIRECTOR, STRATEGY, PLANNING & RESEARCH, JOB GRADE KISM 3. REF SPR/002/2023**

Description of this vacancy and requirements is outlined here below:

Directorate: Strategy, Planning and Research

Reporting to: Chief Executive Officer

Job Summary:

The Deputy Director, Strategy, Planning & Research will be responsible for developing, implementing and reviewing policies and strategies for planning; performance management; monitoring & evaluation and providing leadership on implementation of the Institute’s Strategic Plan.

KEY DUTIES AND RESPONSIBILITIES

- i. Spearheading policy development and review in the Institute;
- ii. Interpreting and providing advice on planning and policy issues;
- iii. Overseeing the development, implementation, monitoring, evaluation and reporting on the Institute’s strategic plan and corporate projects;
- iv. Ensuring the development, implementation and evaluation of the Institute’s performance contract;
- v. Ensuring that annual performance and statistical reports are generated;
- vi. Overseeing project prioritization process for MTEF in accordance to budget calendar;
- vii. Overseeing development and implementation of enterprise risk management strategies;
- viii. Overseeing corporate research and analysis of economic data to inform policy issues;
- ix. Ensuring the preparation of Institute’s Public Expenditure Review (PER) and Mid-Term Expenditure Framework (MTEF) budget;
- x. Overseeing the carrying out of feasibility studies on all service delivery projects;
- xi. Overseeing the preparation of development plans;

- xii. Facilitating research and dissemination of findings on key issues related to the Institute's mandate;
- xiii. Aligning corporate strategy with the sectoral and national goals;
- xiv. Spearheading the development and implementation of the division's strategic plans, budgets, performance contracts and staff performance appraisal;
- xv. Ensuring compliance with principles of good governance, transparency, accountability, ethics and integrity; and
- xvi. Managing and developing staff in the division.

PERSON SPECIFICATIONS

For appointment to this grade, an officer must have: -

- i. Minimum of ten (10) years relevant work experience, four (4) of which should be at management level in a comparable organization;
- ii. Bachelor's degree in any of the following fields: - Economics, Statistics, Mathematics, Philosophy of Economics, Business Administration or equivalent qualification from a recognized institution;
- iii. Master's degree in any of the following fields: - Economics, Statistics, Mathematics, Philosophy of Economics, Business Administration or equivalent qualification from a recognized institution;
- iv. Professional qualification and membership to a relevant professional body, where applicable and in good standing;
- v. Proficiency in computer applications;
- vi. Management course lasting not less than four (4) weeks from a recognized institution;
- vii. Met the requirements of Chapter Six of the Constitution; and
- viii. Demonstrated managerial, administrative and professional competence as reflected in work performance and results.

HOW TO APPLY

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

**The Chief Executive Officer
Kenya Institute of Supplies Management,
KISM Tower 12th Floor, Ngong Road
P. O Box 30400-00100, Nairobi
vacancies@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: vacancies@kism.or.ke so as to reach the Institute on or before midnight (11:59pm) on Monday 8th January, 2024.

All applicants **MUST** submit a filled KISM job application form. The form can be accessed through the link: <https://forms.gle/2ceXc6q62un34A4E9>

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