



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

20TH DECEMBER, 2023

EXTERNAL ADVERTISEMENT - DIRECTOR, CORPORATE SERVICES

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 **DIRECTOR, CORPORATE SERVICES, JOB GRADE KISM 2. REF NO: CS/001/2023**

Description of this vacancy and requirements is outlined here below:

Directorate: Corporate Services

Reporting to: CEO

Job Summary:

The Director Corporate Services is responsible to the Chief Executive Officer for providing corporate services support to technical directorates and divisions by leading, overseeing and coordinating the functions of Finance and Accounts, Human Resource and Administration, Information and Communications Technology and Corporate Communications to improve organizational processes, quality, productivity, and efficiency.

KEY DUTIES AND RESPONSIBILITIES

- i. Plan, Coordinate, organize and oversee the corporate services functions including the activities of Human Resource and Administration, Information and Communication Technology, finance and accounts divisions, departments, sections and units;
- ii. Oversee the development of policies, plans and strategies in the functional areas of Finance, HR and Administration, Information and Communication Technology services;
- iii. Oversee the development and implementation of sound financial management policies and procedures for the Institute;
- iv. Foster a team work culture to promote productivity that reflects the values which facilitate performance, professionalism and innovation by staff throughout the Institute;
- v. Coordinate the Institute’s Management Information Systems and security;
- vi. Coordinate the development of technological infrastructure in line with the Institute’s service provision demands and goals;

- vii. Provide technical, strategic and policy advice on ICT matters and implementation of various ICT work processes, procedures and other administrative related matters;
- viii. Oversee management and coordination of all outsourced professional/contractual services;
- ix. Coordinate the provision of security services
- x. Spearhead the development of resource mobilization strategies for the Institute;
- xi. Coordinate the Monitoring and evaluation of the Institute Projects and programs;
- xii. Oversee human capital management and development to ensure that the Institute has the right and sufficient human resource to meet its objectives;
- xiii. Coordinate the development of the Directorate's Services business plans in line with the overall strategic objectives and performance contracts; and
- xiv. Provide mentorship, coaching and training programs to the Institute's staff;
- xv. Oversee performance management in the Directorate;
- xvi. Ensure alignment of policies, strategies and programmes of the Corporate Services function to the overall organizational strategies and objectives; and
- xvii. Work closely with the various divisional heads to Implement strategies, policies and plans;
- xviii. Monitor compliance with all legislative requirements relating to corporate services;
- xix. Facilitate the HR and Administration Division with recruitment of staff;
- xx. Provide support to the development and implementation of internal control systems for the corporate services directorate;
- xxi. Help the Institute establish a records management system for effect operation;
- xxii. Provide guidance in the preparation and submission Directorate's reports;
- xxiii. Help promote a working culture among the corporate services staff;
- xxiv. Help identify and address opportunities and challenges within the Directorate;
- xxv. Help to build alliances and partnership between staff and other management team; and
- xxvi. Set performance target for the directorate and appraise staff performance

PERSONS SPECIFICATIONS

For a candidate to be appointed to this position, they must have;

- i. A Minimum of twelve (12) years relevant work experience and at least four (4) in a senior management role in the Public Service or Private Sector;
- ii. Master's Degree in any of the following; Public Administration, Business Administration, Human Resource Management, Public Communications or any other equivalent qualification from a recognized institution; and
- iii. Bachelor's Degree in either Public Administration, Business Administration, Human Resource Management, Public Communications or any other equivalent qualification from a recognized institution.
- iv. Leadership Course lasting not less than four (4) weeks from a recognized institution.
- v. Registered with the respective professional body and in good standing.
- vi. Shown Merit and ability as reflected in work performance and results
- vii. Proficiency in computer applications.
- viii. Ability to work with and supervise multigenerational staff; and
- ix. Fulfil the requirements of Chapter S ix 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 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 10th 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.