



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

19TH DECEMBER, 2023

**INTERNAL ADVERTISEMENT - PRINCIPAL REGISTRATION OFFICER -
REGISTRATION AND LICENSING**

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 **PRINCIPAL REGISTRATION OFFICER, JOB GRADE KISM 4. REF RAL/003/2023**

Description of this vacancy and requirements is outlined here below:

Directorate: Registration & Licensing

Reporting to: Registrar

Job Summary:

The Principal Registration Officer will be responsible for registration and licensing of members in the institute

KEY DUTIES AND RESPONSIBILITIES

- i. Providing secretariat services to Registration Committee;
- ii. Monitoring, evaluating and reporting on the efficiency of the registration process;
- iii. Develop and oversee implementation of Departmental work plan;
- iv. Ensure registration certificates and licenses are issued in an effective manner;
- v. Responsible for the gazettement of Supplies Practitioners;
- vi. Development and review of the code of conduct and ethics for Supplies Practitioners; and
- vii. Development of Departmental Budget.

PERSONS SPECIFICATIONS

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

- i. Bachelor’s degree in any of the following disciplines: - Supply Chain Management and Logistics, Purchasing and Supplies Management, Procurement and Supplies Management, Procurement, Commerce (Supplies Management Option) Business Administration (Supplies Management option), Administration, Finance, Human Resource, Law or Social sciences or an equivalent qualification from a recognized institution.
- ii. Master’s degree in any of the following disciplines: - Supply Chain Management and Logistics, Purchasing and Supplies Management, Procurement and Supplies Management, Procurement, Commerce

- (Supplies Management Option) Business Administration (Supplies Management option), Administration, Finance, Human Resource, Law or Social sciences or an equivalent qualification from a recognized institution.
- iii. Attended a management course lasting not less than four (4) weeks from a recognized institution.
 - iv. At least eight (8) years relevant working experience, three (3) years of which must have been in a supervisory role.
 - v. Registered by a relevant professional body/ society where applicable.
 - vi. Proficiency in computer applications.
 - vii. Meet the requirements of Chapter 6 of the Constitution of Kenya

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.