

JD 031_ JOB DESCRIPTIONS FOR ASSISTANT MANAGER SUPPLY CHAIN

WAREHOUSING AND INVENTORY - HEAD OFFICE NAIROBI

Job Title:	Assistant Manager, Supply Chain
Grade:	Ks 5
Corporation/Organization	Kenya Bureau of Standards
Directorate/Division	N/A
Department:	Supply Chain Management
Division:	Warehouse and Inventory
Section / Unit:	N/A
Location / Work station:	KEBS Headquarters - Nairobi, Regions

Reporting Relationships

Reports to:	Manager Supply Chain
Direct reports:	Principal Supply Chain Officers
Indirect Reports:	a) Senior Supply Chain Officer b) Supply Chain Officer c) Assistant Procurement Supply chain officers d) Procurement Assistants Supply chain officers

Job Purpose

Coordinates the implementation of supply chain management strategies through procurement planning; identification, prequalification and registration of suppliers; procurement of goods, works and services; evaluation of supplier performance, vendor management, safe storage and disposal of assets in the assigned section in accordance with the provisions of Public Procurement and Asset Disposal Act, related laws and regulations for the purpose of facilitating and supporting KEBS mandate on Standards, Metrology and Conformity Assessment (SMCA). This is to promote local, regional and international trade and ease of doing business while safeguarding consumer health and safety, protection of environment in line with Articles 42, 43(a, b, c & d), 46 (a, b & c) of the Constitution of Kenya and the Standards Act (Cap 496 Laws of Kenya); and entrenchment of a culture of quality for the realization of Kenya's vision 2030, African Union Agenda 2063 and United Nations Sustainable Development Goals

Key Responsibilities / Duties / Tasks

I. Managerial / Supervisory Responsibilities

- a) Coordinates the implementation of the supply chain management policies, strategies and procedures as per the provisions of Public Procurement and Asset Disposal Act, related laws and regulations in

the assigned section to facilitate and position Standardization, Metrology and Conformity Assessment(SMCA) processes towards the realization of KEBS mandate;

- b) Coordinates implementation, monitoring and evaluation of corporate procurement plans in the assigned section to ensure availability of resources for delivery of KEBS services;
- c) Supervises identification, evaluation, selection, prequalification and monitoring of performance of suppliers to ensure availability of supplies and continuity of procurement services;
- d) Coordinates procurement of goods, works and services in the assigned section to facilitate the delivery of KEBS services and ensure value for money;
- e) Coordinates the verification of all procurement and disposal activities in the assigned section in accordance with the Public Procurement Act and KEBS manual and policies to ensure the supplier goods, works and services meet the specifications;
- f) Analyzes and evaluates historical and market information to improve supply chain processes and inform purchasing decisions in the assigned section;
- g) Controls and manages inventory, stores and assets in the assigned section as per the provisions of the Public Procurement and Disposal Act;
- h) Provides professional advice to the Manager, Supply Chain on procurement matters to ensure compliance with relevant procurement laws and regulations;
- i) Manages implementation of Risk Management Framework in the assigned Section to mitigate risks that affect the realization of business objectives.
- j) Manages implementation, maintenance, monitoring & evaluation and improvement of Management systems adopted by KEBS at the Section for the purpose of ensuring efficiency and sustained customer satisfaction.
- k) Leads in implementation of business continuity management to ensure business resilience, sustainability, and sustained customer satisfaction in the assigned section;
- l) Oversees identification and provision of section's resources both human and physical needs for effective implementation and achievement of strategic objectives.

II) Operational Responsibilities / Tasks

- a) Supervises development and implementation of sectional work plans, budget, Medium Term Expenditure Framework, (MTEF) and procurement plans;
- b) Provides technical advice to the Manager Supply Chain in relation supply chain matters that have economic impact on KEBS;
- c) Advises and recommend the best procurement methods that promotes competition, fairness and accountability in the assigned section;
- d) Supervises procurement and asset disposal in the assigned section to ensure compliance with Public Procurement Act, regulations and other relevant laws;
- e) Coordinates implementation of inventory management Systems in the assigned section to ensure availability and sustainability of stock items and oversees periodic and annual stock taking as guided by procurement laws;
- f) Provides secretariat services during evaluation of tenders, quotations and disposal committees in the assigned section;

- g) Coordinates preparation, advertisement, opening and evaluation of Quotations, Tenders, Proposals and Expressions of Interest tenders and disposal process in the assigned section;
- h) Coordinates carrying out market research, surveys and global trends in the assigned section with respect to supply chain Management to ensure goods and services being procured are as within market rate, the direction in which the market is going, the competitiveness and the key suppliers within the market.
- i) Manages procurement contracts to ensure the organization gets favorable terms and conditions in the assigned section for effective and efficient delivery of services;
- j) Manages supplier relationship in the assigned section to facilitate mutual beneficial engagement;
- k) Approves stores requisitions for replenishment and new purchases
- l) Manages implementation of stores safety practices in the assigned section in accordance with the Health & Safety Policy to ensure stores staff are operating in good working environment
- m) Prepares procurement reports for consideration by Manager, Supply chain.
- n) Reviews and approves sectional performance targets, monitors implementation, submits reports, and recommends performance rewards to the Manager – Supply Chain;
- o) Supervises the identification skills gaps and develops staff competencies in the assigned section through formal training programmes, mentorship, coaching, and on-the-job training to be able to deliver the sectional objectives;
- p) Assign duties and approves leave for direct reports.

Job Dimensions:
I. Financial Responsibility:
<ul style="list-style-type: none"> a) Manage a procurement plan of approximately KES 500 Million b) Accountable for the section's budget of approximately KES 12 Million per annum. c) Approves and monitors section's expenditure. d) Implementation of cost minimization and resources optimization strategies in the section.
II. Responsibility for Physical Assets
<ul style="list-style-type: none"> a) Responsible for Corporate stores items in the assigned section. b) Responsible for physical assets in the section e.g. computers, furniture, stores items.
III. Decision Making:
Makes <ul style="list-style-type: none"> a) Financial decisions b) Operational decisions
IV. Working Conditions:
<ul style="list-style-type: none"> a) Works predominantly within the office. b) Expected travels within and outside the country .

Job Competencies (Knowledge, Experience and Attributes / Skills).
Academic Qualifications
Bachelor's degree in Purchasing and Supplies or equivalent
Professional Qualifications / Membership to professional bodies
Professional qualifications

- Post graduate diploma in purchasing and supplies (CIPS Level 6 or equivalent)

Membership to professional bodies

- a) Kenya Institute of Supply Management (KISM)
- b) Chartered Institute of Procurement and Supply (CIPS)

Previous relevant work experience required.

A minimum period of eight (8) years relevant work at least three (3) years' experience in a supervisory capacity

Functional Skills, Behavioral Competencies/Attributes:

Functional Skills

- a) Auditing Skills
- b) Negotiation skills
- c) Management skills
- d) Information, communication, and technology skills
- e) Financial management skills
- f) Project management skills
- g) Leadership skills
- h) Presentation skills
- i) Report writing
- j) Analytical skills

Behavioural

- a) Counselling skills.
- b) Problem solving skills
- c) Time management skills
- d) Communication skills
- e) Interpersonal skills