

## **2.0. ASSISTANT MANAGER SUPPLY CHAIN - GRADE KRC 3C**

### **Reports to: Manager, Supply Chain Job Purpose**

The Assistant Manager, Supply Chain is responsible for managing the end-to-end procurement function of the Corporation. The role ensures efficient, transparent, and compliant acquisition of goods, works, and services while delivering value for money, timely delivery, and optimal cost savings in line with the Public Procurement and Asset Disposal Act (PPADA) 2015 and its regulations.

### **Key Responsibilities Strategic Procurement Planning & Governance**

- Develop and implement the annual procurement and asset disposal plans in full compliance with the Public Procurement and Asset Disposal Act (PPADA) 2015 and its regulations.
- Contribute to the development and execution of the Supply Chain departmental work plan and budget.

### **Tendering & Procurement Execution**

- Prepare tender documents, Requests for Quotations (RFQs), Requests for Proposals (RFPs), and evaluation criteria, drawing from pre-qualified supplier lists where applicable.
- Initiate and coordinate procurement processes by preparing and issuing requisitions for quotations or tenders to pre-qualified suppliers or the open market.
- Provide secretariat services to tender, evaluation, and disposal committees, ensuring proper documentation, compliance, and timely decision-making.

### **Contract & Supplier Management**

- Collaborate with the Legal Department and user departments in drafting, negotiating, and managing procurement contracts and service level agreements.
- Conduct supplier evaluation, performance rating, and due diligence to maintain a reliable and competitive supplier base.
- Ensure timely delivery of the right quality, quantity, and specification of goods, works, and services as per user requirements and contract terms.

### **Compliance, Reporting & Asset Disposal**

- Coordinate the preparation of periodic and statutory procurement reports for Management, the Board, PPRA, and other stakeholders.
- Coordinate the disposal of obsolete, surplus, or unserviceable assets in line with PPADA requirements.

## **Inventory, Stores & Operations**

- Oversee periodic and annual stocktaking exercises and ensure accuracy of inventory records and proper stock management.
- Supervise cash purchases, stores management, inspection, receipt, and issuance of goods while maintaining strong internal controls.

## **Person Specifications Academic Qualifications**

- Bachelor's Degree in any of the following disciplines: Supply Chain Management, Procurement and Logistics, or equivalent qualification from a recognized and accredited institution.
- Master's Degree in any of the following disciplines: Supply Chain Management, Procurement and Logistics, Business Administration (with specialization in Supply Chain Management), or equivalent qualifications from a recognized and accredited institution.

## **Professional Qualifications**

- Diploma in Supplies Management or equivalent qualification from a recognized institution.
- Fully Certified Procurement and Supply Chain Professional of Kenya (CPSP-K) or equivalent qualification from a recognized institution.
- Member in good standing of the Kenya Institute of Supplies Management (KISM).
- Proficiency in computer applications.

## **Experience**

- At least twelve (12) years' relevant work experience in procurement and supply chain management, three (3) of which must have been at a supervisory level in a reputable organization.
- Demonstrated merit, managerial capability, and professional competence as reflected in work performance and results.

## **Other Requirements**

- Excellent interpersonal, communication, and stakeholder management skills with the ability to engage effectively with internal departments, suppliers, and regulatory bodies.
- Strong analytical, negotiation, and problem-solving skills with a keen eye for detail and value for money.
- High level of integrity, confidentiality, and ethical conduct in handling procurement processes.
- Superior planning, organizing, and time-management skills with the ability to work effectively under pressure and meet tight deadlines.
- Fulfil the requirements of Chapter Six of the Constitution of Kenya.

Applicants should indicate their current or most recent salary in their CV, as well as whether they are persons living with a disability. They should submit, either by post or email, their CV, credentials, and cover letter (as attachments), quoting the position applied for and outlining how they meet the requirements for the position, addressed to:

**The Human Resource Manager**

**Kenya Reinsurance Corporation Limited**

**P. O Box 30271, 00100 GPO**

**NAIROBI**

**E-mail: [recruitmentkrc@kenyare.co.ke](mailto:recruitmentkrc@kenyare.co.ke).**

**Closing Date: 10th June 2026**