



**VACANCY! VACANCY! VACANCY!**

Kamukunji Technical and Vocational College is a Public TVET Tertiary College under the Ministry of Education, State Department for Technical and Vocational Training. It is located at 3<sup>rd</sup> Eastleigh Avenue next to Airbase Police Post, Airbase sub-location, Airbase location, Eastleigh Division, Kamukunji Sub-county in Nairobi County.

**The Board of Governors is seeking to fill the following posts on a one-year (renewable) contract period subject to annual performance-based appraisal**

**1. ADVERT NO: KTVC/ JOB APP /SCA//01/10/025: SUPPLY CHAIN ASSISTANT –1 POST**

This position is responsible for procuring goods, works and services to ensure the college requirements are met in accordance with the Public Procurement and Asset Disposal Act. It is also responsible for developing and implementing the college procurement plan according to the college requirement and strategies.

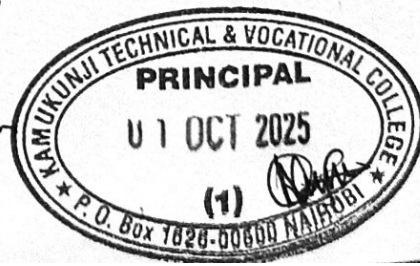
**a) MINIMUM REQUIREMENTS FOR THE POST**

- i. Minimum KCSE C- (Minus), a Diploma in Procurement and Supply Chain Management/ Stores Management from a recognized institution OR equivalent from a recognized institution.
- ii. Member of Kenya Institute of Supply Management (KISM)
- iii. At least THREE (3) years' experience in a similar position
- iv. Knowledge in Budgeting
- v. Knowledge of Public Procurement and Asset Disposal Act and Regulations
- vi. Knowledge of professional standards
- vii. Computer proficiency
- viii. Valid Certificate of good Conduct
- ix. Compliance with Chapter 6 of the constitution

**b) DUTIES AND RESPONSIBILITIES**

- i. Ensures the implementation of the board procurement recommendations to ensure the implementation meets the set timelines and is compliant with quality standards as well as compliance with Public Procurement Act and Regulations
- ii. Receive, consolidate and submit annual procurement plans and management reports
- iii. Prepare the procurement report in order for the management to give recommendation on the gaps identified
- iv. Attend the tender evaluation committee to provide guidance in the procurement process according to the procurement rules and regulations

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- v. Participate in the development of the college's procurement strategy through provision of input on the strategies that can enhance the efficiency and effectiveness in the procurement
- vi. Train users on the procurement rules, policies and procedures to enhance compliance by the user department and consequently college as a whole
- vii. Ensure compliance with the relevant procurement laws and regulations in order to reduce exposure to risks associated with noncompliance
- viii. Develop prequalification requirements for third party service providers to ensure quality is maintained in the delivery of goods and service to college.
- ix. Participate in the development/revision of the college procurement policies and procedures to ensure the availability of guidelines critical for compliance with the procurement laws and regulations, and to enhance service delivery by the department
- x. Coordinate day to day activities in the supply chain department to ensure smooth running department's operations
- xi. Update of the supplier master file (ERP system) with the qualified suppliers are to enhance ease in the procurement of goods, works and services

## **2. ADVERT NO: KTVC/ JOB APP /SK/02/10/025: STOREKEEPER – 1 POST**

This position is responsible to provide support in the management of store operations. The storekeeper schedules deliveries, keeps store records, attends to queries on stores, and prepares store documentation

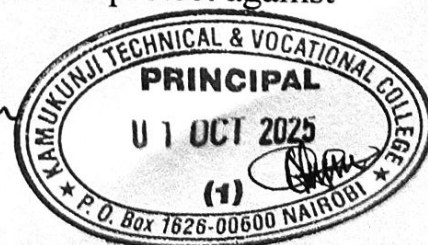
### **a) MINIMUM REQUIREMENTS FOR THE POST**

- i. KCSE minimum C- (Minus)
- ii. Diploma in Procurement and Supply Chain Management/ Stores Management from a recognized institution OR equivalent from a recognized institution.
- iii. Minimum THREE (3) years' experience in store keeping
- iv. Member of Kenya Institute of Supply Management (KISM)
- v. Knowledge of Public Procurement and Asset Disposal Act and Regulations
- vi. Knowledge of professional standards
- vii. Computer proficiency
- viii. Valid Certificate of good Conduct
- ix. Compliance with Chapter 6 of the constitution

### **b) DUTIES AND RESPONSIBILITIES**

- i. Receiving, storing, shelving, labelling and issuing of stores.
- ii. Attend to store enquiries to ensure user departments are well informed of available stocks and the corresponding stock levels to support efficiency and effectiveness in the delivery of service.
- iii. Maintain accurate and up to date store records for accountability purposes.
- iv. Reconciling and maintenance of stock records; posting and updating of issued stores to the automated ledger;
- v. Label the stock as received to support easy identification, and to protect against theft.

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- vi. Conduct stock checks in order to identify wear or defects, to ensure such stock is replaced and accounted for in the books of accounts for cost management purposes.
- vii. Identifying idle stores and equipment cleaning and ensuring neatness of the stores.
- viii. Arrange received goods in the store to support ease in accessibility and retrieval, and to minimize accidents
- ix. Provide suggestions on areas of improvement in the management of stock to enhance efficiency and effectiveness in the delivery of service

**ORIGINAL APPLICATION LETTER, DETAILED CV, COPIES OF NATIONAL IDENTITY CARD, ACADEMIC AND PROFESSIONAL CERTIFICATES SHOULD BE SENT TO:**

**THE PRINCIPAL/SECRETARY BOARD OF GOVERNORS  
KAMUKUNJI TECHNICAL & VOCATIONAL COLLEGE  
P. O. BOX 1626-00600  
NAIROBI.**

**Email:** [info@kamukunjitvc.ac.ke](mailto:info@kamukunjitvc.ac.ke)

**APPLICATIONS TO BE SUBMITTED/RECEIVED ON OR BEFORE TUESDAY 14<sup>TH</sup> OCTOBER, 2025.**

**NOTE:**

1. Advertisement number should be indicated on the envelope and first page of the application letter.
2. Kamukunji TVC is an Equal opportunity employer; women, youth and persons with disabilities are encouraged to apply
3. Only qualified candidates shall be acknowledged.
4. Canvassing for the posts is highly prohibited.



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