

MINISTRY OF EDUCATION
STATE DEPARTMENT OF VOCATIONAL AND TECHNICAL TRAINING



P O. BOX 1093-60200, MERU-KENYA
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Email: mukiria@technical@gmail.com
: info@mukiriatechnical.ac.ke

WEBSITE: www.mukiriatechnical.ac.ke



Mukiria Technical Training Institute is a Government sponsored public institution. We are looking for qualified persons to fill the following positions on contractual terms.

Procurement Officer (Re-advertisement) - (1position) V/No.1/2022

MTTI Grade 10

Period: 3 years contract

Gross salary: 34,260

Duties and responsibilities at this position entails:

a) Developing, implementing and managing the procurement policy and procedures for the Institute; and delivery activities;

b) Planning and managing all activities involved in sourcing suppliers, quality assurance, financial, logistics and delivery activities;

c) Preparing and sending out tender bidding documents/requests for regular and specialized supplies (including consultancy and outsourced services);

d) Scheduling procurement in line with the budget;

e) Providing oversight to the requisitions process to ensure competitive quotations for the purchases of goods; this includes facilitation of opening of tender or quotation documents;

f) Ensuring that best practices are employed in the supply chain management;

g) Ensuring Departmental Heads and Principal are provided with logistical advice to ensure effective and efficient procurement; Facilitating or convening Procurement Committee meetings;

h) Developing long-term and short-term procurement plans in liaison with users and as per Institute's material requirements;

i) Ensuring that services and goods are delivered on time and are within stated specifications and standards;

j) Preparing inventory coding and classification and maintain it on equipment and tools, and ensure proper inventory control;

k) Monitoring usage of purchases and supplies to ensure that irregularity, duplication and wastage is minimized; and

l) Perform any other duties as may be assigned.

Approved for Circulation
01/03/2023
PRINCIPAL
MUKIRIA TECHNICAL TRAINING INSTITUTE
P.O. Box 1093 - 60200,
MERU

Approved for Circulation

28/02/2023

For appointment to this position an officer must have the following qualifications;

- a) Bachelor degree in Business Administration procurement option or purchasing and supply management
- b) Certificate in computer proficiency from a recognized institution;
- c) At least three (3) years working experience in Supply Chain Management;
- d) Be a member of Kenya Institute of Supplies Management (KISM)

Note:

Mukiria TTI is an Equal opportunity employer. Women, Youths, Persons with disability and marginalized are encouraged to apply.

Shortlisted Candidates will be contacted via their mobile phone numbers and should bring their original hardcopies of their academic certificates and National ID.

For appointment, a candidate must meet Chapter 6 of Kenya Constitution.

How to apply

The qualified and interested individuals should send their application letters, detailed CVs, copies of academic and professional certificates and other testimonials with at least three(3) professional referees addressed to;

The Principal,
Mukiria Technical training institute,
P.O Box 1093,
MERU.

Either hand delivery or emailed to info@mukiriatechnical.ac.ke on or before 31st March 2023 at 5:00pm.

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Principal
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