



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

**31<sup>TH</sup> OCTOBER, 2023**

**RE-ADVERTISEMENT - DIRECTOR, STANDARDS AND COMPLIANCE**

The Kenya Institute of Supplies Management is a Body Corporate 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 **DIRECTOR, STANDARDS AND COMPLIANCE, JOB GRADE KISM 2. REF SAC/001/2023**

Description of this vacancy and requirements is outlined here below:

**Directorate:** Standards and Compliance

**Reporting to:** CEO

**Job Summary:**

The Director, Standards and Compliance will be responsible for standards and compliance in the Procurement Profession.

**KEY DUTIES AND RESPONSIBILITIES**

- i. Establishing and maintaining uniform norms and standards on the learning of supplies practitioners in Kenya;
- ii. Developing core curricula for supplies practitioners;
- iii. Developing guidelines for accreditation of institutions teaching or persons seeking registration;
- iv. Determining and setting a framework for the professional practice of supplies practitioners;
- v. Developing the code of conduct for supplies practitioners in line with regional and international standards;
- vi. Establishing and disseminating policies for professional conduct and ethics;
- vii. Establishing policies and procedures to enlist cooperation and support for the prevention or alleviation of circumstances which may lead to impairment in students and practitioners;
- viii. Establishing the minimum standards for Continuous Professional Development (CPD) Training;
- ix. Reviewing policies and guidelines for the scope of practice, professional ethics and fitness to practice;
- x. Conduct research and benchmarks with relevant institutions regionally and internationally on what is prevailing in the market;
- xi. Participate in drafting of legislation and policies affecting Supply

- Chain in the country;
- xii. Ensure the implementation and adherence of practice guidelines;
  - xiii. Participate in the development and review of the singular and joint inspection checklists for training institutions;
  - xiv. Participate in the development of minimum requirements on infrastructure and personnel for training institutions;
  - xv. Prepare and submit reports to the relevant Council Committees;
  - xvi. Take disciplinary action for any form of misconduct by supplies practitioners and accredited training institution;
  - xvii. Regulate the conduct of supplies practitioners and accredited training institutions and take such disciplinary measures for any form of professional misconduct;
  - xviii. Receipt and processing of complaints of professional misconduct, malpractice or breach of standards;
  - xix. Conduct investigations into complaints submitted;
  - xx. Forward files to Disciplinary Committee members and consultants for analysis, review and preparations of the report;
  - xxi. Conduct hearings of complaints;
  - xxii. Draft decisions of complaints and forwarding the same to the parties;
  - xxiii. Follow up on the Disciplinary Committee on recommendations to ensure full compliance;
  - xxiv. Receiving and processing appeals;
  - xxv. Dissemination of information to relevant institutions, practitioners and the public;
  - xxvi. Conduct benchmarks with relevant institutions regionally and internationally on what is prevailing in the market;
  - xxvii. Investigate allegations of contravention of the Supplies Practitioners Management Act, 2007;
  - xxviii. Investigate allegations of contravention of the Code of Conduct & Ethics;
  - xxix. Undertake investigations on complaints and suspicion of non-compliance;
  - xxx. Liaise with the County Government and other relevant agencies with respect to compliance and enforcement;
  - xxxi. Initiate the development of guidelines and procedures for compliance; and
  - xxxii. Conduct inquiry on complaints with regard to any professional misconduct.

### **PERSONS SPECIFICATIONS**

For appointment to this grade, an officer 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. At least twelve (12) years relevant working experience, five (5) years of which

- must have been in a senior management role.
- iv. Attended a leadership course lasting not less than four (4) weeks from a recognized institution.
  - v. Registered by a relevant professional body/society.
  - vi. Proficiency in computer applications.
  - vii. In addition to the professional qualifications, successful candidate will be required to meet the expectations of Chapter 6 on Leadership and Integrity

### **SKILLS AND COMPETENCIES**

1. Leadership, integrity and people management skills
2. Communication Skills
3. Customer service focus
4. Strategic level thinking
5. Change and transformation capabilities
6. Management skills
7. Analytical and decision making
8. Adaptability and flexibility
9. Innovative and creative thinking

### **HOW TO APPLY**

Qualified and interested persons may apply **online** indicating the job title and the reference number, addressing their application letter to:

Applicants **MUST ATTACH SCANNED COPIES OF COVER LETTER, DETAILED CV, ACADEMIC CERTIFICATES, PROFESSION CERTIFICATES AND ANY OTHER RELEVANT DOCUMENTS/TESTIMONIALS.** Applications MUST be submitted **ONLINE** via email to: [vacancies@kism.or.ke](mailto:vacancies@kism.or.ke) so as to reach the Institute on or before **5PM** on **TUESDAY 14<sup>th</sup> NOVEMBER, 2023.** All applicants MUST submit a filled KISM job application form. The form can be accessed through the link: <https://forms.gle/mVqtvyeRoyMAkFhw6>

**The Chief Executive Officer  
Kenya Institute of Supplies Management,  
KISM Tower 12<sup>th</sup> Floor, Ngong Road  
P. O Box 30400-00100, Nairobi**

***KISM is an equal opportunity employer. People living with disability, women and youth are encouraged to apply. Only shortlisted candidates will be contacted.***