



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

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

**RE-ADVERTISEMENT - DIRECTOR, CAPACITY DEVELOPMENT AND ACCREDITATION**

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, CAPACITY DEVELOPMENT AND ACCREDITATION, JOB GRADE KISM 2. REF CDA/001/2023**

Description of this vacancy and requirements is outlined here below:

**Directorate:** Capacity Development and Accreditation

**Reporting to:** Chief Executive Officer

**Job Summary:**

The Director, Capacity Development and Accreditation will be responsible for capacity development including continuous professional development, internship and industrial relations, and accreditation.

**KEY DUTIES AND RESPONSIBILITIES**

- A. Accreditation of Institutions,
  - i. Assessing qualifications of foreign persons;
  - ii. Developing evaluation tools for local and foreign supplies management programmes;
  - iii. Developing accreditation tools for supplies management programmes;
  - iv. Compiling all supplies management disciplines and their requirements;
  - v. Developing the monitoring and evaluation framework for accreditation;
  - vi. Developing accreditation standards and manuals; and
  - vii. Developing policy guidelines for accreditation.
  
- B. Continuous Professional Development (CPD)
  - i. Developing continuing professional development programmes;
  - ii. Handling basic issues of CPD;
  - iii. Developing an annual calendar of activities for the CPD programme.
  - iv. Planning, arranging and coordinating all activities for continuing professional and training development.
  
- C. Internship & Industrial Placement,

- i. Developing the curriculum for registration of supplies practitioners.
- ii. Overseeing the development of tools necessary for conducting professional examinations for the purposes of registration;
- iii. Overseeing development of the requirements for establishing the school of supplies management and the opportunities for learning, professional exposure and skills acquisition; and
- iv. Developing tools for facilitating the internship programme.

### **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:

**The Chief Executive Officer  
Kenya Institute of Supplies Management,  
KISM Tower 12<sup>th</sup> Floor, Ngong Road  
P. O Box 30400-00100, Nairobi  
[vacancies@kism.or.ke](mailto:vacancies@kism.or.ke)**

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/mVqtvyeyRoyMAkFhw6>

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