



OFFICE OF THE REGISTRAR [ADMINISTRATION AND HUMAN CAPITAL]

ADVERT REF: LU/ADMIN/R[ADMIN]/132/EA/110

TUESDAY, AUGUST 19TH, 2025

EXTERNAL ADVERTISEMENT

DECLARATION OF A VACANCY FOR THE POSITION OF THE SENIOR SUPPLIES CHAIN MANAGEMENT OFFICER I - GRADE AD - XIII

Laikipia University [LU] is a Public Chartered University located approximately 11 km from Nyahururu Town and 50 km from Nakuru City, along the Nyahururu-Nakuru Highway. LU is a Premier University endowed with a serene environment conducive for teaching, learning and academic excellence.

The University's vision is to Nurture and Transform for the World. The mission is to contribute to the World through *Education, Research, Training, Consultancy, Innovation, Outreach and Collaboration*. To effectively fulfil its mandate, the University invites applications from suitably qualified candidates with excellent credentials to be considered for appointment to the position of **Senior Supplies Chain Management Officer I Grade AD - XIII** of Laikipia University.

POSITION	SENIOR SUPPLIES CHAIN MANAGEMENT OFFICER - GRADE AD - XIII
VACANCY REF NO.	LU/AD/27/8/EA/SSCMO/2025
TERMS OF SERVICE	FIVE [5] YEARS' CONTRACT WITH ELIGIBILITY FOR RE-APPOINTMENT UPON SATISFACTORY PERFORMANCE
Reports To: Deputy Chief Supplies Chain Management Officer. DUTIES AND RESPONSIBILITIES: The Senior Supplies Chain Management Officer shall be expected to: <ol style="list-style-type: none"> 1. Supervise staff under them; 2. Responsible for planning and coordination of procurement; 3. Implementation and enforcement of university procurement regulations and procedures; 4. Preparation of supplies estimates and expenditure; 5. Control of supplies vote, verification and disposal of unserviceable stores; 6. Responsible for staff development and training in the department; 7. Provide input in the development, reviewing and implementation of Procurement policies, strategies, regulations and procedures; 8. Coordinate purchasing, and control of materials; 9. Develop the Procurement manual and templates; 10. Ensuring internal auditing and evaluation of supply chain management processes and procedures are undertaken; 11. Coordinating the identification of unserviceable, obsolete and surplus stores and equipment for disposal; 12. Carry out negotiation in major contracts; 13. Ensure effective use of e-Procurement system; 14. Ensure compliance with all regulatory requirements and ethical standards relating to Procurement of goods, services and works; 15. Consolidate Procurement budgets and plans; 	

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16. Ensure safe custody of procured goods;
17. Coordinate preparation and maintenance of assets register, transfer and valuation;
18. Ensure periodic stock taking and stock audit is conducted;
19. Supervise and developing staff; and
20. Any other duties that may be assigned by the immediate supervisor.

ACADEMIC AND PROFESSIONAL REQUIREMENTS:

For appointment to this position, a candidate **MUST** have;

- a. Master's degree in Procurement and Supplies Management or its equivalent from recognized institution;
- b. Bachelor's degree in Procurement and Supplies Management or its equivalent from a recognized institution;
- c. Kenya Institute of Supplies Management [KIMS] Membership and in good standing with valid practicing license and Certified Procurement and Supply Professional of Kenya CPSP(K) or Member of the Chartered Institute of Procurement & Supply [MCIPS];
- d. Computer literacy;
- e. Attendance of a Senior Management/Leadership or other Professional Course lasting more than Four [4] weeks will be an added advantage;
- f. Exemplary work performance; and
- g. **Experience:** Twelve [12] years' experiences in supplies and chain management work three [3] years of which one must have served as a Senior Supply Chain Management Officer II or its equivalent.

HOW TO APPLY:

Interested and qualified applicants should submit to the undersigned:-

1. An application letter containing email address, day time telephone contacts and, detailed Curriculum Vitae [detailing academic qualifications, professional experience, membership to professional associations, and names, telephone numbers and contact addresses of three referees;], and certified copies of both academic and professional certificates;
2. Comply with the requirements of Chapter six [6] of the Constitution;
3. In addition to the hard copies, submit a **running PDF file [soft copy]** of the whole package of application specified in one [1] above, to recruitment@laikipia.ac.ke;
4. Ten [10] hard copies of the application **specified in [1 above]** and referees' confidential reports on the applicants' suitability for the post should be sent to the under-signed via registered mail or courier or delivered by hand in an envelope marked with the Reference for the Position Applied at the Top Left-Hand Side of the envelope to be received on or before close of business on **Friday, August 29th, 2025.**

The Registrar
Administration and Human Capital [AHC]
Laikipia University
P. O. Box 1100 – 20300
Nyahururu, KENYA

NOTE:

1. The successful candidate upon receipt of an offer of appointment will be required to submit valid clearances from *Kenya Revenue Authority; Higher Education Loans Board; Ethics and Anti-Corruption Commission; Criminal Investigation Department [Certificate of Good Conduct]; and Registered Credit Reference Bureau.*
2. *Laikipia University is an Equal Employment Opportunity employer and as such, all suitably qualified applicants of either gender, persons with disabilities [PWDs] and those from marginalized group/areas are encouraged to apply.*
Only shortlisted candidates will be contacted.