

ADVERTISEMENT FOR VACANT POSITIONS

The Public Procurement Regulatory is established under the Public Procurement and Asset Disposal Act, 2015. The Authority's mission is 'To facilitate access to procurement opportunities through enabling regulations that fosters value for money for national socio-economic development'. Towards this end, the Authority is seeking to recruit results-oriented professionals to fill the following vacant positions:

NO	DESIGNATION	REFERENCE NO	GRADE	NUMBER OF POSTS
1.	Director Corporate Services	PPRA /D-CS/2/2025	PPRA 2	1
2.	Director Internal Audit	PPRA /D-IA/2/2025	PPRA 2	1
3.	Deputy Director Partnerships and Resource Mobilization (<i>Re-advertisement</i>)	PPRA /DD-P&RM/3/2025	PPRA 3	1
4.	Principal Records Management Officer	PPRA /PRMO-P&RM/4/2025	PPRA 4	1
5.	Principal Compliance Officer	PPRA /PCO-P&RM/4/2025	PPRA 4	9

TERMS

1. Officers at Grade PPRA 3 shall be engaged on contracts of up to five (5) years renewable subject to performance and retirement age.
2. Officers at Grade PPRA 4 shall be engaged on permanent and pensionable terms subject to performance and retirement age.
3. As a general policy, employees will be required to serve in one Directorate, Department, or Region for three (3) years after which they may be eligible for consideration for job rotation.

HOW TO APPLY

- a) Interested and qualified persons are requested to make their applications **ONLINE** through jobs portal at: <https://ppra.go.ke/careers>
- b) Shortlisted candidates will be expected to bring the original certificates for verification during the interview.

- c) All applications to reach the Authority by the close of business on or before 26th September 2025 at 5.00 P.M East African Time (EAT).

Details of job descriptions and specifications can be found on the PPRA website (www.ppra.go.ke).

PPRA is an equal opportunity employer and committed to diversity and inclusion of all Kenyans including youth, women and persons living with disability.

JOB DESCRIPTIONS AND APPOINTMENT SPECIFICATIONS

1. DIRECTOR, CORPORATE SERVICES -(ONE POST)-GRADE PPRA 2-REF. PPRA /D-CS/2/2025

Job Title	Director, Corporate Services
Grade	PPRA 2
Gross Salary Scale	As per PPRA Salary Structure
Leave allowance	As existing in the PPRA
Annual Leave:	30 working days per financial year
Medical Cover	As existing in the PPRA Terms of Service
Gratuity	31% of annual basic salary
Post Retirement Medical Cover	As existing in the PPRA Terms of Service
Mortgage and Car Loan	As existing in the PPRA Terms of Service
Terms of Service:	Up to five (5) years renewable once subject to performance and retirement age
Location / Work Station	Headquarters, Nairobi
Reporting Relationships	
Reports to	Director General
Direct Reports	<ol style="list-style-type: none"> 1. Deputy Director, Finance and Accounts 2. Deputy Director, Human Resource & Admin. 3. Deputy Director, Corporate Communications 4. Principal Security Officer 5. Principal Records Management Officer
Indirect Reports	<ol style="list-style-type: none"> 1. Principal Accountant 2. Principal Corporate Communications Officer 3. Principal Human Resource Management Officer 4. Principal Administration Officer 5. Records Management Officer/Senior 6. Senior/Security Officer 7. Administrative staff in Director's office
Job Purpose	
The position offers leadership and direction and is also responsible for building and sustaining exemplary stewardship through formulation, development,	

interpretation, establishment, monitoring and improvement of accounting, finance, Human Resource & administration, corporate communications & customer relations, corporate security and records & knowledge management functions.

Key Responsibilities/ Duties / Tasks

I. Managerial / Supervisory Responsibilities

1. Spearhead the formulation, interpretation and implementation of policies, strategies and procedures in the functional areas of; Finance and Accounting, Human Resource Management and Administration, Corporate Security and Corporate Communication and customer relations;
2. Lead in development and implementation of effective accountability systems, policies and procedures to ensure prudent management of the Corporation financial resources;
3. Establish and maintain sound financial, human resource, administrative, Communication and Security procedures in compliance with statutory regulations;
4. Spearhead budget preparation, execution and control in accordance with PFM Act 2012, PFM Regulations 2015, Public Procurement and Asset Disposal Act 2015 and PPRA Finance policy;
5. Oversee preparation of quarterly and annual financial reports for internal and external stakeholders as per statutory requirements;
6. Provide input in development of a framework for monitoring implementation of Authority's orders, directives and recommendations arising from Complaints and Investigation in public procurement and asset disposal and to enhance synergies in achievement of Authority's mandate;
7. Provide leadership, supervision, coaching, mentoring training and development of the directorate staff by ensuring an effective and motivated team;
8. Provide leadership on continuous improvement of business processes and controls in the Directorate and develop mechanisms for corporate consultation, increase public participation and involvement in Authority's policies and programs;
9. Oversee development, implementation and review of work plans and budgets for the directorate in line with the Authority's strategic plan;
10. Lead in the execution of risk management policy and framework that ensures the Directorate has a robust system and processes of accountability, risk management, internal controls, and business continuity;
11. Foster a corporate culture that promotes ethical practices and good corporate citizenship within the directorate;
12. Articulate issues relating to Corporate services in various forums in which the Authority participates in;
13. Coordinate implementation of a robust performance management system within the directorate through providing oversight of the delivery of the annual performance contract and the strategic plan;
14. Lead in the development and implementation of the Directorate's corruption prevention and mitigation strategies;

<ul style="list-style-type: none"> 15. Provide in-put in the development, implementation and review of the Authority's resource mobilisation strategies; 16. Spearhead provision of effective communication between the directorate staff and between different levels of management; 17. Provide in-put in the development and implementation of a succession management plan. 18. Oversee the promotion of a culture of efficiency, effectiveness and economy in financial management within the Authority to ensure prudent and optimal utilization of the Authority's financial resources; 19. Oversee the design and execution of human capital strategies in relation to recruitment, retention, performance Management and training and development and exit from the Authority; 20. Oversee and review preparation of Board and Board Committee papers touching on matters within the directorate and coordinate implementation of Board resolutions within the directorate as the Management representative; 21. Oversee the provision of adequate, secure and conducive office working environment for all the employees of the Authority.
II. Operational Responsibilities / Tasks
<ul style="list-style-type: none"> 1. Regularly review & monitor budget implementation reports, advice on the Authority's financial reports, major capital expenditures and review performance and strategies at least on a monthly and quarterly basis; 2. Review on a regular basis the adequacy and integrity of the internal controls and management systems including compliance with applicable laws, regulations, rules and guidelines; 3. Provide input in the implementation of the Authority's projects; 4. Coordinate the preparation and submission of quarterly and annual reports; 5. Appraises direct reports; 6. Oversee management of assets portfolio to maximize utilization and realize returns; 7. Establish an enabling environment that fosters teamwork and collaboration in the Authority 8. Coordinate preparation of internal and external audit responses and explanations and ensure that all audit queries are duly addressed and audit recommendations implemented; 9. Review and approve expenditure and payments to ensure compliance with the PFM Act 2012, PFM regulations 2015, other relevant legislation and PPRA policies; 10. Articulating issues relating to corporate services in forums in which the Authority participates in;
Job Dimensions:
I. Financial Responsibility
<ul style="list-style-type: none"> 1. Oversee the development and implementation of the directorate budget and procurement plan; 2. Oversee the development and implementation of the Authority's budget and procurement plan;

3. Execute the role of a signatory to all the Authority's bank accounts. 4. Collaborate with other directorates in resource mobilization activities and management; 5. Approval of payments; 6. Authorization/signing of cheques for payments;		
II. Responsibility for Physical Assets		
The Director Corporate services has the following responsibilities in regard to physical assets: 1. Oversee maintenance of an asset register for all assets of the Authority; 2. Responsible for assets assigned to the office of Director Corporate services; 3. Review requests procurement of assets to ensure prudence and value for money; 4. Ensure funds are allocated for maintenance of assets;		
III. Decision Making / Job Influence		
Strategic decisions	Managerial decisions	
Operational decisions	Analytical decisions	Tactical decisions
IV. Working Conditions		
1. Office setting with occasional local travels 2. Deals with sensitive and risky matters 3. Operates with Legislated timelines and strict deadlines		
Job Competencies (Knowledge, Experience and Attributes / Skills).		
Academic qualifications		
1. Master's degree in Finance, Accounting, Business Administration, Economics or equivalent from a recognized University; 2. Bachelor's degree in Finance, Accounting, Business Administration, Economics or equivalent from a recognized University; 3. Leadership course from a recognized institution.		
Professional Qualifications / Membership to professional bodies		
1. Professional qualification in a relevant field; 2. Membership in a relevant professional body in good standing;		
Previous relevant work experience required.		
At least Twelve (12) years relevant experience five (5) years of which should have been the level of management.		
Functional Skills, Behavioral Competencies/Attributes:		
1. Visionary, transformative and result-oriented strategic thinker 2. Leadership skills 3. Analytical and problem-solving skills 4. Organization, interpersonal and communication with impact skills 5. Coaching and mentorship skills 6. Negotiation skills 7. Professionalism 8. Creativity and Innovativeness 9. Financial Management and Budgeting skills		

10. Governance and risk management
11. Time management
12. Computer proficiency

2. DIRECTOR, INTERNAL AUDIT AND RISK ASSURANCE--(ONE POST)-GRADE PPRA 2- REF PPRA /D-IA/2/2025

Job Title	Director, Internal Audit and Risk assurance
Grade	PPRA 2
Gross Salary Scale	As per PPRA Salary Structure
Leave allowance	As existing in the PPRA
Annual Leave:	30 working days per financial year
Medical Cover	As existing in the PPRA Terms of Service
Gratuity	31% of annual basic salary
Post Retirement Medical Cover	As existing in the PPRA Terms of Service
Mortgage and Car Loan	As existing in the PPRA Terms of Service
Terms of Service:	Up to five (5) years renewable once subject to performance and retirement age
Location / Work Station	Headquarters (Nairobi)
Reporting Relationships	
Reports to	Board of Directors (Functionally). Director General (Administratively).
Direct Reports	Deputy Director, Internal Audit
Indirect Reports	Principal Internal Auditor
Job Purpose	
The position is responsible for providing strategic leadership in the provision of independent, objective assurance and consultancy services aimed at adding value and improving the operations of the Authority - by assessing the effectiveness of the design and execution of the system of internal controls, risk management and governance processes in a bid to ensure efficiency and effectiveness in the achievement of the Authority's mandate.	
Key Responsibilities/ Duties / Tasks	
I. Managerial / Supervisory Responsibilities	
1. Provide strategic leadership in line with PPRA's vision, mission and mandate as stipulated in the Public Procurement and asset Disposal Act, 2015 and its attendant regulations in matters relating to internal audit;	

2. Spearhead the formulation and implementation of internal audit policies and strategies;
3. Lead the evaluation of the effectiveness and adequacy of the internal control systems within the Authority and provide reasonable assurance that the financial management, operational and strategic objectives are being met consistently, efficiently and in a cost effective manner;
4. Spearhead the conduct of the audit of all functional areas, assets, projects and activities of the Authority;
5. Oversee the audit of compliance with all relevant laws, regulations, Circulars and Authority's policies issued from time to time;
6. Spearhead the review of the governance systems and processes of the Authority;
7. Oversee the provision of assurance on risk control effectiveness, efficiency and adequacy; and risk management processes within the Authority;
8. Serve as the liaison between the Authority's management, external auditors and the Board Audit, Risk and Governance Committee during the conduct of the external audit (financial and systems) exercise;
9. Direct the undertaking of follow up reviews to give assurance on the implementation of the identified management actions and resolutions arising from audit findings;
10. Oversee the communication of audit findings and recommendations to the respective Directorates;
11. Oversee the verification of the existence of all the assets administered by the Authority and provide assurance that there are proper safeguards for their protection;
12. Spearhead the development of Audit, Risk and Governance Committee's Board packs;
13. Facilitate development and implementation of capacity building programs for the Board Audit Committee and facilitate induction of new Audit Committee;
14. Provide leadership, supervision, coaching, mentoring, training and development of the directorate staff by ensuring an effective and motivated team;
15. Provide leadership on continuous improvement of business processes and controls in the Directorate and develop mechanisms for corporate consultation, increase public participation and involvement in Authority's policies and programs;
16. Oversee development, implementation and review of work plans and budgets for the directorate in line with the Authority's strategic plan;
17. Lead in the execution of a risk management policy and framework that ensures the Directorate has a robust systems and processes of accountability, risk management, internal controls, and business continuity;
18. Foster a corporate culture that promotes ethical practices and good corporate citizenship within the directorate;
19. Articulate issues relating to Internal Audit in various forums in which the Authority participates in;

20. Coordinate implementation of a robust performance management system within the directorate through providing oversight of the delivery of the annual performance contract and the strategic plan; 21. Lead in the development and implementation of the Directorate's corruption prevention and mitigation strategies; 22. Provide input in the development, implementation and review of the Authority's resource mobilization strategies; 23. Spearhead provision of effective communication between the directorate staff and between different levels of management; 24. Provide input in the development and implementation of a succession management plan; 25. Oversee the maintenance of an effective quality management/improvement system within the directorate; 26. Spearhead the adoption of information & communication systems technology for service delivery within the Internal Audit directorate; and 27. Supervise direct and indirect reports.
II. Operational Responsibilities / Tasks
1. Coordinate the day to day administrative and operational functions of the directorate; 2. Serve as secretary to the Audit, Risk and Governance Committee of the Public Procurement Regulatory Board; 3. Coordinate the preparation and submission of quarterly and annual reports; 4. Provide input in the implementation of the Authority's projects; 5. Provide administrative and secretariat services to the Audit, Risk and Governance Committee of the Public Procurement Regulatory Board; 6. Monitor implementation of contracts regarding the directorate; 7. Chair directorate's meetings; 8. Participate in various committees in the Authority upon appointment; and 9. Implement board resolutions regarding internal audit.
Job Dimensions:
I. Financial Responsibility
1. Formulate and implement the directorate's budget and procurement and asset disposal plan; and 2. Approve directorate expenditure.
II. Responsibility for Physical Assets
1. Computers, printers and accessories; and 2. Office furniture and equipment.
III. Decision Making / Job Influence
1. Strategic decisions

<ol style="list-style-type: none"> 2. Managerial decisions 3. Operational decisions 4. Analytical decisions
IV. Working Conditions
Majorly in the office with occasional local travel to oversee the audit of PPRA's regional offices and the Authority's field activities.
Job Competencies (Knowledge, Experience and Attributes / Skills)
Academic qualifications
<ol style="list-style-type: none"> 1) Masters degree in any of the following disciplines: - Finance, Accounting, Business Administration, Economics, or equivalent qualifications from a recognized institution; 2) Bachelors degree in any of the following disciplines: Finance, Accounting, Business Administration, Economics, or equivalent qualifications from a recognized institution;
Professional Qualifications / Membership to professional bodies
<ol style="list-style-type: none"> 1) Passed Part III of Certified Public Accountants (CPA) Kenya examination or equivalent qualification from a recognized institution. 2) Certified Information Systems Auditor (CISA); 3) Leadership course from a recognized institution; 4) Member of the Institute of Certified Public Accountants of Kenya (ICPAK) in good standing.
Previous relevant work experience required
At least Twelve (12) years relevant experience five (5) years of which should have been the level of management.
Functional Skills, Behavioural Competencies/Attributes
<ol style="list-style-type: none"> 1. Managerial / Supervisory skills 2. Strategic planning skills 3. Organizational skills 4. Analytical skills 5. Leadership skills 6. Financial management skills 7. People management skills 8. Computing skills 9. Interpersonal skills 10. Negotiation skills 11. Problem solving skills 12. Communication skills 13. Analytical, problem solving and decision making

**3. DEPUTY DIRECTOR PARTNERSHIPS AND RESOURCE
MOBILIZATION -(ONE POST)-GRADE PPRA 3-REF. PPRA /DD-
P&RM/3/2025 (Re-advertisement)**

Job Title	Deputy Director Partnerships and Resource Mobilization
Grade	PPRA 3
Gross Salary Scale	As per PPRA Salary Structure
Leave allowance	As existing in the PPRA
Annual Leave:	30 working days per financial year
Medical Cover	As existing in the PPRA Terms of Service
Gratuity	31% of annual basic salary
Post Retirement Medical Cover	As existing in the PPRA Terms of Service
Mortgage and Car Loan	As existing in the PPRA Terms of Service
Terms of Service:	Up to five (5) years renewable once subject to performance and retirement age
Location / Work Station	Headquarters, Nairobi. As a general policy a deputy director will serve in one Department, or Region for three (3) years after which he may be eligible for consideration for job rotation.
Reporting Relationships	
Reports to	Director, Strategy and Planning
Direct Reports	<ol style="list-style-type: none"> 1. Principal Planning Officer 2. Principal Quality and Risk Coordination Officer 3. Principal Resource Mobilization and Partnerships, Officer
Indirect Reports	<ol style="list-style-type: none"> 1. Senior Planning Officer 2. Senior Quality and Risk Coordination Officer

	3. Senior Resource Mobilization and Partnerships Officer
Job Purpose	
The purpose of this job is to plan, coordinate, direct, supervise and guide the activities related of strategy, planning, quality management, risk management, research, resource mobilization and partnerships for the achievement of the Authority's strategic objectives.	
Key Responsibilities/ Duties / Tasks	
I. Managerial / Supervisory Responsibilities	
<p>Duties and responsibilities at this level will include:</p> <ol style="list-style-type: none"> 1. Spearhead preparation, implementation and review of departmental budgets, work plans, procurement and disposal plans and activity schedules; 2. Lead formulation, implementation and review of risk and quality management frameworks that are mainstreamed in the operations of the department; 3. Promote adherence to the principles of good governance, ethics and integrity in the departments; 4. Provide leadership in the formulation and implementation of corruption prevention and mitigation strategies in the departments; 5. Spearhead implementation of departmental resource mobilization activities; and 6. Facilitate effective communication and strategic linkages/partnerships/collaborations with the department's relevant internal/external stakeholders. <p>Planning</p> <ol style="list-style-type: none"> 1. Coordinate the development, review and implementation of Authority's strategic plan, work plan and performance contract and realigning them to the budget; 2. Coordinate the Authority's performance contract in relation to setting targets, negotiations, implementation, monitoring, evaluation and reporting; 3. Lead in the monitoring and evaluation of the implementation of performance contract, strategic and operational plans to ensure that planned objectives and expected outcomes are achieved; 4. Oversee the development and implementation of planning instruments, tools and systems for the Authority; 	

5. Oversee the development and implementation of a framework of planning in support of the Authority programmes;
6. Promoting public-private partnerships to promote sustainable strategic flagship programs;
7. Coordinate the integrating various business project implementation initiatives in line with the strategic plan; and
8. Coordinating performance management and development of Authority work plans.

Resource Mobilization, Partnerships and Linkages

1. Lead in the development, implementation and reviewing the resource mobilization and partnerships, strategies, standards, guidelines and procedures;
2. Lead in the development, review and updating of a Resource Mobilization Framework that will guide interactions with potential investors, collaborators, partners, donors and other relevant stakeholders on financing the Authority development programmes;
3. Oversee the identification of sources of funding;
4. Oversee the development of partnerships and funding proposals;
5. Coordinate the identifying methods for mobilization of donations, grants, gifts and endowments from both public and private sectors;
6. Mobilize resources for financing the Authority start-ups and strategic projects;
7. Oversee the development of a data base on development partners and donors and their funded projects;
8. Facilitate constructive engagements with potential investors, collaborators, partners, donors and other relevant stakeholders on financing the Authority development programmes;
9. Build and maintain good relationships, linkages with investors, donors and development partners and other stakeholders; and
10. Develop, review and update the Authority's stakeholder framework.

Research and Innovation

1. Oversee the internal research activities;
2. Oversee the carrying out of research to promote sustainability of high quality products, marketing and other activities;
3. Monitor the implementation of strategic and operational plans to ensure quality, timeliness and results in relation to planned objectives and expected outcomes; and
4. Monitor and evaluation and impact assessment of the Authority's programmes and projects.

Quality Assurance

1. Oversee the provision of training and awareness to the Authority staff to build capacity on quality management culture at the Authority;
2. Lead in the development and review of policies, procedures standards, systems and procedures in quality management within the Authority;
3. Lead in the preparation and implementation of the Authority's quality management system through quality management programmes;

4. Provide leadership in the implementation of business process reengineering initiatives within the Authority;
5. Communicate best practices and emerging issues on quality and risk management.

Risk Management

1. Provide leadership in the development of risk management policies and strategies;
2. Oversee the planning, designing, implementing and coordinating Enterprise Risk Management (ERM) activities within the Authority;
3. Oversee the identification, evaluation and recommending possible risk mitigation measures and opportunities in the Authority's functional areas;
4. Review the report on risks;
5. Coordinate training and sensitization of the Authority staff to adapt a risk management culture at the Authority;
6. Coordinate the implementation of business process reengineering
7. Advise on best practices and emerging issues on quality and risk management.

II. Operational Responsibilities / Tasks

1. Advises the Director, Strategy and Planning on the implementation of the operations of the departments;
2. Handle day to day administrative and operational affairs of the Directorate in compliance with policy, regulatory and statutory requirements;
3. Assign and delegate duties and responsibilities,
4. Supervise and monitor performance of staff in the departments;
5. Verify & recommend for approval by Director Strategy and Planning draft statutory reports prepared by the Principal Planning Officers;
6. Verify & recommend for approval by Director Strategy and Planning monitoring and evaluation reports relating to the Authority's strategic plan, performance contract and work plan;
7. Negotiate for resources from stakeholders;
8. Report on the impact of business researches that have been carried out;
9. Mentor, coach and guide planning officers in the performance of their duties and responsibilities;
10. Provide relevant information from the department's activities to other internal departments and external stakeholders/partners through the Director, Strategy and Planning;
11. Implement good governance, quality and risk management policies and strategies of the Authority in the Directorate;
12. Articulate issues related to the Directorate in various forums;
13. Oversee the implementation and review of departmental budgets, procurement and asset disposal plans and work- plans;
14. Prepare responses to Board resolutions regarding the department's activities; and
15. Chairs departmental meetings.

Job Dimensions:

I. Financial Responsibility
<ol style="list-style-type: none"> 1. Provide leadership in the formulation and implementation of the directorate's approved budget and procurement and asset disposal plan; 2. Approve the directorate's expenditure; and 3. Responsible for resource mobilization within the Directorate.
II. Responsibility for Physical Assets
<ol style="list-style-type: none"> 1. Takes full responsibility of the assets in the Directorate; and 2. Reports to the Head of Procurement through head of Administration on all assets under his/her care which require to be disposed.
III. Decision Making / Job Influence
<ol style="list-style-type: none"> 1. Strategic decisions 2. Managerial decisions 3. Operational decisions 4. Analytical Decisions 5. Tactical Decisions
IV. Working Conditions
<ol style="list-style-type: none"> 1. Predominantly works in office setting at the headquarters with occasional international and local travels; and 2. Operates beyond legislated timelines and strict deadlines resulting to long working hours.
Job Competencies (Knowledge, Experience and Attributes / Skills).
Academic qualifications
<ol style="list-style-type: none"> 1. Masters Degree in any of the following disciplines: Strategic Management, Project Planning and Management, Economics and Development Studies, Statistics, Business, or equivalent qualification from a recognized institution. 2. Bachelors Degree in any of the following disciplines: Strategic Management, Project Planning and Management, Economics and Development Studies, Statistics, Business, or equivalent qualification from a recognized institution; and 3. Management Course lasting not less than four (4) weeks from a recognized institution or its equivalent or its equivalent;
Professional Qualifications / Membership to professional bodies
Membership to a relevant professional body and in good standing where applicable
Previous relevant work experience required.

A minimum period of Ten (10) years relevant work experience, four (4) years of which should have been the level of management;

Functional Skills, Behavioural Competencies/Attributes:

1. Strategic thinking;
2. Change and risk Management;
3. Policy formulation;
4. Resource management;
5. Analytical skills;
6. Negotiation skills;
7. Communication skills;
8. Coaching and mentoring;
9. Integrity and ethical;
10. Collaborations and partnership;
11. Interpersonal skills;
12. Managing projects; and
13. Team management.

**4. JOB DESCRIPTION FOR THE POSITION OF PRINCIPAL
RECORDS MANAGEMENT OFFICER--(ONE POST)-REF PPRA
/PRMO- /4/2025**

Job Title	Principal Records Management Officer
Grade	PPRA 4
Gross Salary Scale	As per PPRA Salary Structure
Leave allowance	As existing in the PPRA
Annual Leave:	30 working days per financial year
Medical Cover	As existing in the PPRA Terms of Service
Pension	A contributory pension scheme in which the employer and the employee contribute 20% and 10%.
Post Retirement Medical Cover	As existing in the PPRA Terms of Service
Mortgage and Car Loan	As existing in the PPRA Terms of Service
Terms of Service:	Permanent and Pensionable subject to performance and retirement age
Location / Work Station	Headquarters (Nairobi) & or in a Regional Office
Reporting Relationships	
Reports to	Deputy Director, Human Resource & Administration
Direct Reports	1) Senior Records Management Officer 2) Records Management Officer 3) Senior Records Management Assistant 4) Records Management Assistant
Indirect Reports	N/A
Job Purpose	
The job is responsible for the management of the Authority's records and knowledge management program throughout the records and knowledge resources life cycle to facilitate business and decision-	

making processes. This involves designing and implementing knowledge management systems, strategies and policies for organizational improvement and sustained learning.

Key Responsibilities/ Duties / Tasks

I. Managerial / Supervisory Responsibilities

- 1) Initiate the development and implementation of records and knowledge management policy, procedures and guidelines;
- 2) Plan and implement records management disaster preparedness strategies;
- 3) Consolidate and submit monthly, quarterly and annual records and knowledge management division's reports;
- 4) Mentor and coach records and knowledge management staff;
- 5) Implement Performance Management System in the records and knowledge management division;
- 6) Develop and implement strategies to mitigate risks in records and knowledge management;
- 7) Initiate and develop information security management strategies to safeguard records and knowledge management resources;
- 8) Develop and maintain knowledge management systems, policies, frameworks and mechanisms for effective knowledge transfer and organizational learning;
- 9) Implement and enforce knowledge management systems policies, frameworks and mechanisms for effective knowledge transfer;
- 10) Secure and maintain knowledge management systems, policies, frameworks and mechanisms for effective knowledge transfer and organisational learning; and
- 11) Implement and enforce knowledge management systems policies, frameworks and mechanisms for effective knowledge transfer.

II. Operational Responsibilities / Tasks

- 1) Interpret records and knowledge management policy, procedures and guidelines;
- 2) Plan for appropriate registries and record and knowledge management centres in the Authority;
- 3) Develop and implement records and knowledge management classification schemes;
- 4) Develop and implement strategies for mail management;
- 5) Develop and implement records and knowledge management resource retention and disposition schedules in line with the Public Archives Documentation Service Act, Cap 19 and other regulations;
- 6) Plan for appraisal and disposition of records and knowledge management in compliance with the Public Archives and Documentation Service Act, Cap 19, among others;

7) Advise on the appropriate records management systems for both manual and electronic records and knowledge management resources; 8) Manage both manual and electronic records and knowledge management systems; 9) Advise management on issues pertaining to improvement of records and knowledge management practices to keep abreast with emerging industry trends; and 10) Monitoring knowledge management and transfer systems.
Job Dimensions:
I. Financial Responsibility
1) Oversee implementation of record and knowledge management budget; 2) Provide input into the process of budgeting
II. Responsibility for Physical Assets
1) Authority's records 2) Records storage facilities 3) Computers/office equipment 4) Office furniture 5) Scanners 6) Franking machine 7) Shredding machine
III. Decision Making / Job Influence
1) Managerial Decisions 2) Operational Decisions 3) Analytical Decisions 4) Financial Decisions
IV. Working Conditions
1. The job holder will operate in an office setting with numerous visits to regional offices. 2. Maintaining sensitive records. 3. Minor accidents possible, such as cuts, bruises and strains 4. Exposure to machines, fasteners cuts, dusty files and pins.
Job Competencies (Knowledge, Experience and Attributes / Skills).
Academic qualifications
1) Bachelor's Degree in any of the following disciplines: Information Science; Records Management and Information Technology; Archives and Records Management or equivalent qualification from a recognized institution. 2) Master's Degree in Information Science; Records Management and Information Technology; Archives and Records Management or equivalent qualification from a recognized institution.

Professional Qualifications / Membership to professional bodies
1) Management Course lasting not less than four (4) weeks or its equivalent; 2) Professional qualification and membership to a professional body where applicable
Previous relevant work experience required.
A minimum period of eight (8) years relevant work experience, three (3) years of which must have been in a supervisory role;
Functional Skills, Behavioural Competencies/Attributes:
1) Computer skills 2) Communication Skills 3) Reporting skills 4) Problem Solving skills 5) Supervisory Skills 6) Mentorship and Coaching skills 7) Risk Management skills 8) Knowledge Management skills 9) Leadership Skills

5. JOB DESCRIPTION FOR THE POSITION OF PRINCIPAL COMPLIANCE OFFICER-(NINE POSTS)-REF PPRA /PCO- /4/2025

Job Title	Principal Compliance Officer
Grade	PPRA 4
Gross Salary Scale	As per PPRA Salary Structure
Leave allowance	As existing in the PPRA
Annual Leave:	30 working days per financial year
Medical Cover	As existing in the PPRA Terms of Service
Pension	A contributory pension scheme in which the employer and the employee contribute 20% and 10%.
Post Retirement Medical Cover	As existing in the PPRA Terms of Service
Mortgage and Car Loan	As existing in the PPRA Terms of Service
Terms of Service:	Permanent and Pensionable subject to performance and retirement age
Directorate	1. Licensing & Standards; or 2. Compliance Monitoring; or 3. Complaints & Investigations; or 4. Review Board Secretariat; or
Department	1. Registration & Licencing; or 2. Capacity Building & Proficiency; or 3. Ethics, Standards & Advisory Services; or 4. Pre-bid Compliance; or 5. Procurement and Disposal Compliance; or 6. Contract & Performance Compliance; or 7. Special Audits; or 8. Investigations; or 9. Complaints Management; or 10. Review Board Secretariat; or 11. Regional Office.
Division	N/A
Section / Unit	N/A
Location / Work Station	Headquarters, Nairobi / Regional Office
Reporting Relationships	

<p>Reports to</p>	<ol style="list-style-type: none"> 1. Deputy Director - Pre-bid Compliance, or 2. Deputy Director Procurement and Disposal Compliance, or 3. Deputy Director Contract & Performance Compliance, or 4. Deputy Director Special Audits, or 5. Deputy Director Investigations, or 6. Deputy Director Complaints Management, or 7. Deputy Director Registration & Licencing, or 8. Deputy Director Capacity Building & Proficiency, or 9. Deputy Director Ethics, Standards & Advisory Services, or 10. Review Board Secretary, or 11. Deputy Director Debarment Secretariat, or 12. Deputy Director-Regional Office Coordination.
<p>Direct Reports</p>	<ol style="list-style-type: none"> 1. Senior Compliance Officer -Pre-bid Compliance, or 2. Senior Compliance Officer-Procurement and Disposal Compliance, or 3. Senior Compliance Officer -Contract & Performance Compliance, or 4. Senior Compliance Officer-Special Audits, or 5. Senior Compliance Officer-Investigations, or 6. Senior Compliance Officer-Complaints Management, or 7. Senior Compliance Officer- Registration & Licencing, or 8. Senior Compliance Officer-Capacity Building & Proficiency, or 9. Senior Compliance Officer-Ethics, Standards & Advisory Services, or 10. Senior Compliance Officer-Review Board Secretariat, or 11. Senior Compliance Officer-Debarment Secretariat, or 12. Senior Compliance Officer-Regional Office. <p style="text-align: center;">And</p> <ol style="list-style-type: none"> 13. Compliance Officer - Pre-bid Compliance, or 14. Compliance Officer-Procurement and Disposal Compliance, or 15. Compliance Officer-Contract & Performance Compliance, or 16. Compliance Officer-Special Audits, or 17. Compliance Officer-Investigations, or 18. Compliance Officer-Complaints Management, or 19. Compliance Officer-Registration & Licencing, or 20. Compliance Officer-Capacity Building & Proficiency, or 21. Compliance Officer-Ethics, Standards & Advisory Services, or

	22.Compliance Officer-Review Board Secretariat, or 23.Compliance Officer- Debarment Secretariat, or 24.Compliance Officer- Regional Office.
Indirect Reports	Nil
Job Purpose	
The purpose of the job is to provide tactical and supervisory support in the implementation of the core mandate of the Authority in any one of the functional areas of: Licencing & Standards, Compliance Monitoring, Complaints & Investigations / ARB Secretariat / Debarment Secretariat / Regional Office.	
Key Responsibilities/ Duties / Tasks	
I. Managerial / Supervisory Responsibilities	
<ol style="list-style-type: none"> 1. Supervise, mentor, coach and train other compliance officers in the department in the performance of their duties and responsibilities; 2. Supervise day to day administrative and operational affairs of the department at the tactical level in compliance with relevant policies, regulatory and statutory requirements; 3. Promote compliance with regulatory and statutory requirements within the department; 4. Facilitate the execution of the Authority's strategic goals and corporate plans by the department; 5. Supervise implementation of departmental budget, work plan, procurement plans; 6. Appraise departmental staff under his/her direct supervision. 7. Lead implementation of risk and quality management frameworks that are mainstreamed in the operations of the department; 8. Support the implementation of good governance practices and corruption prevention and mitigation strategies in the department; 9. Supervise implementation of departmental resource mobilization activities; 10. Articulate departmental issues in various forums; 11. Observe fiscal prudence in execution of the departmental activities; and 12. Management and administration of regional office matters. 	
II. Operational Responsibilities / Tasks	
Registration and Licensing and Standards	
<ol style="list-style-type: none"> 1. Provide input in the development, implementation and review of the organizational policies, strategies and manuals on registration and licensing of procurement and asset disposal agents; 2. Participate in the development of guidelines for registration and licensing of procurement and asset disposal agents; 3. Review / verify applications for registration / licencing of procurement and 	

- disposal agents and provide appropriate recommendations to the deputy director;
4. Undertake continuous monitoring of procurement agents and prepare performance reports;
 5. Verify completed applications for renewal licences;
 6. Prepare reports on registration and licensing of procurement and asset disposal agents;
 7. Review draft reports prepared by compliance officers on requests for licensing by public procurement and asset disposal agents;
 8. Participate in the implementation of departmental work plans on registration and licensing of procurement and asset disposal agents /perform allocated duties/responsibilities in line with expected performance standards and targets;
 9. Contribute in the development and mainstreaming of risk management and quality management policies, strategies in the registration and licensing of procurement and asset disposal agents;
 10. Initiate development of concept notes and funding solicitation proposals for ethics, standards and advisory services functions;
 11. Generate and update data on registered / licenced procurement and asset disposal agents;
 12. Draft memos and letters to facilitate effective communication in the department and with other stakeholders;
 13. Prepare draft departmental budget, work plan, procurement and disposal plan;
 14. Prepare draft activity schedules and propose suitable officers / teams for various assignments / duties in the department;
 15. Prepare draft monthly, quarterly and annual departmental report using input from officers within the department

Capacity Building and Proficiency

1. Participate in development of technical support and capacity building and proficiency policies and strategies;
2. Develop or review training materials for use in capacity building, proficiency courses and technical support;
3. Conduct capacity building, proficiency courses and provide technical support to stakeholders;
4. Train and equip persons involved in public procurement and asset disposal system with relevant knowledge and skills;
5. Undertake training needs assessment for informed/targeted capacity building, proficiency and technical support interventions;
6. Participate in the development and dissemination of capacity building and technical support modules and learning platforms;
7. Undertake post-training follow-ups and evaluations for improvement;

8. Maintain databases and systems used in capacity building, proficiency and technical support programmes;
9. Generate reports on capacity building, proficiency courses and technical support offered;
10. Create strategic linkages, partnerships and collaborations with relevant agencies and stakeholders on capacity building, proficiency courses and technical support;
11. Advise the Deputy Director on strategies to address the gaps in public procurement & asset disposal system;
12. Prepare draft concept notes and funding solicitation proposals for capacity building, proficiency courses and technical support;
13. Draft memos and letters to facilitate effective communication in the department and with other stakeholders;
14. Prepare draft departmental budget, work plan, procurement and disposal plan;
15. Prepare draft activity schedules and propose suitable officers / teams for various assignments / duties in the department;
16. Prepare draft monthly, quarterly and annual departmental report using input from officers within the department

Ethics, Standards and Advisory Services

1. Analyse requests for advice / technical support on public procurement and asset disposal issues and provide feedback for effective response to clients;
2. Review data / information on overall functioning and performance of the public procurement and asset disposal system, to advise on issues that require amendments to the Public Procurement and Asset Disposal law;
3. Prepare/ review draft guidelines on public procurement and asset disposal for dissemination to procuring entities, law enforcement agencies and other stakeholders;
4. Participate in the development and dissemination of public procurement and asset disposal standard documents, formats and templates, circulars, guidelines, standards and directives;
5. Participate in the organisation of public procurement and asset disposal related forums;
6. Contribute in development and monitoring of the code of ethics for persons involved in public procurement and asset disposal system in Kenya;
7. Create strategic linkages, partnerships and collaborations with stakeholders on public procurement ethics, standards and advisory services;
8. Prepare draft circulars / directives on reporting requirements and other public procurement and asset disposal matters for dissemination to stakeholders;
9. Mainstream risk and quality management strategies and systems in the

- ethics, standards and advisory services function;
10. Coordinate implementation of the departmental work plan, budget and procurement plan;
 11. Initiate development of concept notes and funding solicitation proposals for ethics, standards and advisory services functions;
 12. Advise the Deputy Director on strategies to address the gaps in public procurement & asset disposal system;
 13. Supervise officers within the ethics, standards and advisory services department.
 14. Draft memos and letters to facilitate effective communication in the department and with other stakeholders;
 15. Prepare draft departmental budget, work plan, procurement and disposal plan;
 16. Prepare draft activity schedules and propose suitable officers / teams for various assignments / duties in the department;
 17. Prepare draft monthly, quarterly and annual departmental report using input from officers within the department

Pre- Bid Compliance

1. Review / analyze of procurement plans, published invitations to bid and tender documents for compliance with the public procurement law and prepare appropriate reports;
2. Conduct quality assurance of pre-bid compliance monitoring reports prepared by other officers for adherence to departmental standards and guidelines for preparation of such reports;
3. Preparing / review draft correspondence to Procuring entities whose Procurement plans, invitations to bid and tender documents do not comply with legal requirements;
4. Conduct procurement risk assessment and profiling of procuring entities.
5. Consolidate, review and analyze procurement risk assessment reports on procuring entities to inform annual compliance monitoring plan and budget;
6. Initiate/plan for follow-up on implementation of recommendations and directive issued by the Authority to procuring entities on procurement planning, invitations to tender and preparation and issuance of tender documents;
7. Inform the Deputy Director of capacity gaps identified in procuring entities during pre-bid Compliance monitoring and propose appropriate capacity building programs to address the gaps;
8. Participate in development and implementation of relevant capacity building programs for person involved in public procurement;
9. Consolidate information on red flags of procurement malpractices

- identified during pre-bid compliance monitoring for sharing with law enforcement agencies;
10. Observe and promote good governance practices, in the implementation of departmental activities/programs
 11. Implementing corruption prevention and mitigation strategies and quality and risk management policies and strategies of the Authority;
 12. Consolidate, compile and maintain records of compliance data and reports prepared by all officers in the department;
 13. Participate in the development / review of compliance monitoring manuals and guidelines;
 14. Draft memos to facilitate effective communication in the department and with other departments;
 15. Prepare draft departmental budget, work plan, procurement and disposal plan;
 16. Prepare draft activity schedules and propose suitable officers / teams for various assignments / duties in the department;
 17. Prepare draft monthly, quarterly and annual departmental report using input from officers within the department
 18. Implement Board resolutions and decisions in the department;

Procurement and Disposal Compliance

1. Conduct / supervise procurement risk assessment of procuring entities based on data available within the Authority;
2. Consolidate, review and analyze procurement risk assessment reports on procuring entities to inform annual compliance monitoring plan and budget;
3. Prepare / supervise the preparation of relevant documents, templates, tools and equipment for use during compliance monitoring exercises;
4. Prepare / review draft correspondence to Procuring entities whose Procurement plans, invitations to bid and tender documents do not comply with legal requirements;
5. Conduct compliance monitoring of procurement and disposal processes in public entities for compliance with the public procurement law and prepare appropriate reports;
6. Supervise teams conducting compliance monitoring of procurement and disposal processes in procuring entities;
7. Conduct quality assurance of procurement and disposal compliance reports prepared by other officers for adherence to departmental standards and guidelines for preparation of such reports;
8. Initiate/plan for follow-up on implementation of recommendations and directive issued by the Authority to procuring entities during previous procurement and disposal compliance monitoring activities;

9. Inform the Deputy Director of capacity gaps identified in procuring entities during procurement and disposal compliance monitoring and propose appropriate capacity building programs to address the gaps;
10. Participate in development and implementation of relevant capacity building programs for person involved in public procurement;
11. Consolidate information on red flags of procurement malpractices identified during procurement and disposal compliance monitoring for sharing with law enforcement agencies;
12. Prepare draft departmental budgets, work plans, procurement plans and activity schedules;
13. Observe and promote good governance practices, in the implementation of departmental activities/programs
14. Support the department in mainstreaming and implementing corruption prevention and mitigation strategies and quality and risk management policies and strategies of the Authority;
15. Consolidate, compile and maintain records of compliance data and reports prepared by all officers in the department;
16. Participate in the development / review of compliance monitoring manuals and guidelines;
17. Prepare draft quarterly and annual departmental reports and other reports as may be required from the department;
18. Implement Board resolutions and decisions in the department;

Contracts and Performance Compliance

1. Supervise the collation and analysis of contract data from the Public Procurement Portal;
2. Conduct / supervise procurement risk assessment of procuring entities based on data available within the Authority to identify procuring entities and contracts to be prioritized for contract/performance;
3. Consolidate, review and analyze procurement risk assessment reports on procuring entities to inform annual contract / performance audit plans and budget;
4. Prepare / supervise the preparation of relevant documents, templates, tools and equipment for use during contract / performance audit activities;
5. Prepare / review draft correspondence to Procuring entities on contract and performance audit matters;
6. Conduct contract and performance audits of prioritized contracts in public entities for compliance with the public procurement law and prepare appropriate reports;
7. Supervise/lead teams conducting contract audit /performance audit of prioritized contracts during and after implementation;

8. Conduct quality assurance of contract / performance audit reports prepared by other officers for adherence to departmental standards and guidelines for preparation of such reports;
9. Initiate/plan for follow-up on implementation of recommendations and directive issued by the Authority to procuring entities during previous contract and performance audit activities;
10. Supervise/lead teams conducting follow-up actions on implementation of recommendations and directives issued by the Authority during previous contract /performance audits;
11. Inform the Deputy Director of capacity gaps identified in procuring entities during contract and performance audits and propose appropriate capacity building programs to address the gaps;
12. Participate in development and implementation of relevant capacity building programs for person involved in public procurement;
13. Consolidate information on red flags of contract related malpractices identified during contract and performance audits for sharing with law enforcement agencies;
14. Prepare draft departmental budgets, work plans, procurement plans and activity schedules;
15. Observe and promote good governance practices, in the implementation of departmental activities/programs
16. Support the department in mainstreaming and implementing corruption prevention and mitigation strategies and quality and risk management policies and strategies of the Authority;
17. Consolidate, compile and maintain records of compliance data and reports prepared by all officers in the department;
18. Participate in the development / review of compliance monitoring manuals and guidelines;
19. Prepare draft quarterly and annual departmental reports and other reports as may be required from the department;
20. Implement Board resolutions and decisions in the department;
21. Contributing in the development and review of compliance monitoring manuals and guidelines.

Specialized Audits

1. Supervise collation and analysis of contract data from the Public Procurement Portal other technical departments of the Authority, lists of classified procurements, lists of specially permitted procedure contracts and other relevant sources to assist in the identification of the Procuring Entities and contracts to be considered for Special Audits;
2. Conduct procurement risk assessment of classified procurements by security agencies and specially permitted procurement proceedings to inform Special Audits;

3. Prepare / review draft correspondence to procuring entities scheduled for specialized audits;
4. Consolidate, compile and maintain records and data of special audits and classified procurement audits conducted;
5. Prepare relevant documents, templates, tools and equipment for use during compliance monitoring exercise;
6. Lead teams in conducting special procurement / contract audits;
7. Consolidate information on red flags of procurement/contract related malpractices/fraud identified during special audits for sharing with law enforcement agencies;
8. Prepare/review draft special procurement/contract audit Conducting follow up actions to ensure compliance with recommendations and directive issued by the Authority from previous specialized audits;
9. Conduct quality assurance of contract / performance audit reports prepared by other officers for adherence to departmental standards and guidelines for preparation of such reports;
10. Inform the Deputy Director of capacity gaps identified in procuring entities during contract and performance audits and propose appropriate capacity building programs to address the gaps;
11. Participate in development and implementation of relevant capacity building programs to address compliance issues and gaps in the implementation of specially permitted and classified procurement proceedings;
12. Prepare draft departmental budgets, work plans, procurement plans and activity schedules;
13. Observe and promote, in the implementation of departmental activities/programs
14. Support the department in mainstreaming and implementation of good governance practices, corruption prevention and mitigation strategies and quality and risk management policies and strategies of the Authority;
15. Participate in the development / review of compliance monitoring manuals and guidelines;
16. Prepare draft quarterly and annual departmental reports and other reports as may be required from the department;

Complaints Management:

1. Supervise the handling/processing of complaints received by the Authority against procuring entities regarding public procurement and asset disposal matters;
2. Receive and register complaints Record and update data in the complaints management system;
3. Advise complainants who visit the Authority physically or make telephone calls;

4. Analyze complaints and draft letters to the concerned procuring entities seeking for a response and relevant documents;
5. Analyze complaints and advise the deputy director on the best approaches of addressing the issues raised by the complainants;
6. Ensuring that complaints data is recorded and updated in the complaints management system and complaints register database;
7. Follow-up with procuring entities for responses to correspondences regarding complaints.
8. Receiving and ensuring safe custody client's procurement documents and records received for analysis in resolving complaints;
9. Analyzing relevant procurement records and documents from the procuring entities and other sources for information useful in resolving complaints and draft appropriate feedback /reports on findings;
10. Receive and analyze responses from procuring entities and prepare feedback to the complainants; Supervise the implementation budgets, work plans, procurement plans and activities of the complaints management department;
11. Prepare draft budgets, work plans, procurement plans and activity schedules for the complaints management department;
12. Collate, consolidate and compile complaints data and reports from all officers in the department necessary for preparation of periodic reports;
13. Prepare / review draft monthly, quarterly and annual reports for the department regarding public procurement complaints, handled by the department;
14. Initiate and participate in the development review of procedures manuals, used in the handling of complaints;
15. Identify capacity building needs in procuring entities and make recommendations for development and implementation of relevant training
16. Participate in the development of relevant capacity building programs for persons involved in public procurement;
17. Identify procurement offences in the course of handling complaints and recommend referral to relevant department or agency for further investigations;
18. Support the department in mainstreaming and implementation of good governance practices, corruption prevention and mitigation strategies and quality and risk management policies and strategies of the Authority;

Investigations

1. Receive and analyze requests and recommendations for investigation and advise the deputy director on best way forward;
2. Advise Deputy Director on the implementation of investigation and enforcement standards to strengthen the public procurement & asset disposal policy, legal & regulatory framework;

3. Ensure investigations data, records and documents are properly maintained and kept in safe custody;
4. Receive and ensure safe custody client's procurement documents and records received for use during investigations;
5. Conduct procurement investigations when appointed as an investigator by the Director General and prepare draft investigation reports;
6. Gather and analyze relevant procurement records and documents for information useful in unravelling the allegations being investigated;
7. Identify procurement offences and recommend referral to relevant government agencies for further investigations/ prosecution;
8. Participate in joint procurement investigations with other relevant government agencies with investigative powers;
9. Prepare relevant information for use in advising law enforcement agencies for effective investigation and prosecution of public procurement and asset disposal offences;
10. Consolidate and compile investigations data and reports from all officers in the department;
11. Preparing draft departmental budgets, work plans, procurement plans and activity schedules;
12. Supervise the implementation of departmental budgets, work plans, procurement plans and activity schedules;
13. Prepare / review draft monthly, quarterly and annual reports for the department regarding public procurement complaints, handled by the department;
14. Initiate and participate in the development and review of investigations manuals;
15. Develop and implement relevant capacity building programs for persons involved in public procurement;
16. Support the department in mainstreaming and implementation of good governance practices, corruption prevention and mitigation strategies and quality and risk management policies and strategies of the Authority;

Review Board Secretariat

1. Receive and register requests for review applications;
2. Prepare / review draft notification letters to procuring entities and other concerned parties of a request for review;
3. Compile and maintain an up to-date record of all cases filed before the Review Board and their status;
4. Carry out procurement and asset disposal analysis of cases filed based on case documents and the procurement Law to facilitate the Review Board to make well-reasoned decisions;
5. Verify facts of requests for reviews and ensure all relevant information pertinent to each case is provided for consideration by the Review Board;

6. Highlight and brief the Review Board Secretary on issues for consideration by the Review Board;
7. Conduct / supervise research on cases filed with the Review Board and identify the specific breaches of the public procurement and asset disposal law and policies in requests for reviews;
8. Supervise the dissemination of case documents to all concerned parties to requests to reviews and Review Board panel members;
9. Supervise the recording and transcription of review board proceedings;
10. Supervise the posting of the course lists and Review Board rulings on the Authority's website;
11. Prepare relevant documents and information for submission to the Attorney General to use in judicial review cases for representation at the High Court;
12. Initiate and participate in the development and reviewing of rules and procedures for the Review Board;
13. Prepare draft proposals of Review Board panels and hearing dates and venues for hearing of cases for consideration by the Review Board Secretary;
14. Oversee assessment of fees and refundable security deposits payable for requests for reviews to confirm correctness thereof;
15. Compile/oversee the compilation of statistical analysis of requests for reviews handled and other activities undertaken by the Review Board to inform preparation of periodic reports
16. Ascertain that the procedure for withdrawal of requests for review are the adhered to;
17. Identify/ confirm suitability and availability of experts to be invited to assist the review Board where required;
18. Confirm attendance of concerned parties to requests for review; and
19. Provide administrative support to the Review Board during in the performance of its mandate.
20. Supervise the collation of data and information for preparation of departmental reports;
21. Participate in the establishment of performance goals designed to facilitate performance evaluation against the strategic objectives and departmental targets;
22. Supervise the preparation of regular Review Board performance reports to the Cabinet Secretary, National Treasury;
23. Support the adoption of Information & Communication Technology, including the development and management of case management system that can be integrated with the national e-procurement platform;
24. Support the implementation of sound human resource management system within the Review Board Secretariat;
25. Preparing draft departmental budgets, work plans, procurement plans and

<p>activity schedules;</p> <p>26. Supervise the implementation of departmental budgets, work plans, procurement plans and activity schedules;</p> <p>27. Prepare / review draft monthly, quarterly and annual reports for the department regarding public procurement complaints, handled by the department; Supervise the preparation of regular reports to the Director General on issues emerging from the review of documentation received at the Review Board;</p> <p>28. Propose relevant capacity building programs for the Review Board and the Secretariat</p> <p>29. Support the department in mainstreaming and implementation of good governance practices, corruption prevention and mitigation strategies and quality and risk management policies and strategies of the Authority;</p>
Job Dimensions:
I. Financial Responsibility
<ol style="list-style-type: none"> 1. Provide input for preparation departmental budget and procurement & disposal plan; 2. Implement the approved departmental budget and procurement; 3. Initiate departmental expenditure.
II. Responsibility for Physical Assets
<ol style="list-style-type: none"> 1. Take full Responsibility for Office Equipment, Tools, and Furniture allocated to the department; 2. Prepare a consolidated list of all assets in the department that require to be disposed
III. Decision Making / Job Influence
<ol style="list-style-type: none"> 1. Managerial decisions; 2. Operational decisions; 3. Analytical decisions; 4. Tactical decisions.
IV. Working Conditions
<ol style="list-style-type: none"> 1. Predominantly works in office setting at the headquarters with occasional international and local travels; 2. Deals with sensitive and risky matters; 3. Operates with legislated timelines and strict deadlines resulting to long hours of work.
Job Competencies (Knowledge, Experience and Attributes / Skills).

Academic qualifications
<ol style="list-style-type: none"> 1. Masters Degree in any of the following disciplines; Procurement and Supply Chain Management, Applied Sciences, Biological Sciences, Physical Sciences, Social Sciences, Business Studies, Law or any other relevant qualification from a recognized institution. 2. Bachelors degree in any of the following disciplines; Procurement and Supply Chain Management, Applied Sciences, Biological Sciences, Physical Sciences, Social Sciences, Business Studies, Law or any other relevant qualification from a recognized institution; 3. Management Course lasting not less than four (4) weeks from a recognized institution or its equivalent.
Professional Qualifications / Membership to professional bodies
<ol style="list-style-type: none"> 1. Professional Diploma in a relevant field or its equivalent qualification from a recognized institution; 2. Membership in a relevant professional body in good standing.
Previous relevant work experience required.
A minimum period of eight (8) years relevant work experience, three (3) years of which should have been in a supervisory role;
Functional Skills, Behavioural Competencies/Attributes:
<ol style="list-style-type: none"> 1. Supervisory skills 2. Leadership skills 3. Interpersonal skills 4. People management skills 5. Computing skills 6. Analytical skills 7. Negotiation skills 8. Communication skills 9. Dispute resolution skills 10. Emotional intelligence 11. Ethics and integrity 12. Courage 13. Attention to detail.