



UNIVERSITY OF NAIROBI

INTERNAL ADVERTISEMENT

Applications are invited for the following position:

PROCUREMENT OFFICER I, GRADE 11, SUPPLY CHAIN MANAGEMENT SERVICES, CENTRAL ADMINISTRATION, AD/7/104/24– 3 POSTS

Job specifications (Applicants shall have)

- i) Bachelor's degree in any of the following fields: Commerce, Economics, Business Administration Supplies Management or equivalent qualifications.
- ii) Professional qualifications in Purchasing and Supply e.g. Diploma from the Chartered Institute of Purchasing and Supply.
- iii) Three (3) years' experience at the level of Procurement Officer Grade EF (9/10).
- iv) Computer literacy
- v) Membership to the Procurement Officers Professional body, Kenya Institute of Supplies Management (KISM).

Duties and responsibilities

The successful candidate will among other assignments be expected to perform Procurement and disposal matters.

NOTES

1. Applicants should email their application letters, certified copies of certificates and curriculum vitae (CV) giving details of their qualifications, experience and three (3) referees, as well as indicating their telephone and e-mail contacts.
2. Applications and related documents should be being addressed to the Deputy Registrar, Recruitment and Training, University of Nairobi.
3. Applicants should state their current designations, salaries and other benefits attached to those designations.
4. The application letter must bear the reference code indicated in the advertisement.
5. Late applications will not be considered.
6. Applications should be emailed as one file in PDF to: recruit-pscmopd@uonbi.ac.ke

CLOSING DATE: FRIDAY, JULY 26, 2024

**THE UNIVERSITY OF NAIROBI IS AN EQUAL OPPORTUNITY EMPLOYER.
ONLY SHORTLISTED APPLICANTS WILL BE CONTACTED.**