



**OFFICE OF THE PRIME MINISTER  
MINISTRY OF STATE FOR PUBLIC SERVICE**

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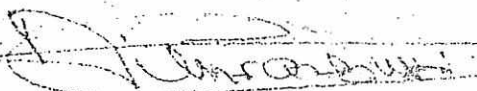
The Permanent Secretary,  
Office of the Deputy Prime Minister  
and Ministry of Finance,  
**NAIROBI.**

**SCHEME OF SERVICE FOR SUPPLY CHAIN MANAGEMENT  
PERSONNEL**

I am pleased to inform you that the Scheme of Service for Supply Chain Management Personnel which forms an appendix to this letter has been finalized and is ready for implementation with effect from 1<sup>st</sup> April, 2009

The Scheme established seven (7) grades of Supply Chain Management Assistants and ten (10) grades of Supply Chain Management Officers and provides clear and concise job descriptions and specifications at all levels within the grading structure. Provision of these details will no doubt greatly assist in the recruitment, deployment, retention and general development of the Supply Chain Management Personnel.

Please take necessary action and also ensure that the provisions of the new Scheme are brought to the attention of all officers concerned.

  
**Titus M. Ndambuki, CBS  
PERMANENT SECRETARY**

C.C.

The Secretary,  
Public Service Commission of Kenya,

*Revised Scheme of Service  
for  
Supply Chain Management Personnel*

*April, 2009*

## REVISED SCHEME OF SERVICE FOR SUPPLY CHAIN MANAGEMENT PERSONNEL

### 1. AIMS AND OBJECTIVES

- (i) To provide for a well-defined career structure which will attract, motivate and facilitate retention of suitably qualified Supply Chain Management Personnel in the Civil Service.
- (ii) To provide for clearly defined job descriptions and specifications with clear delineation of duties and responsibilities at all levels within the career structure to enable each officer understand the requirements and demands of the job.
- (iii) To establish standards for recruitment, development and advancement within the career structure on the basis of qualifications, knowledge of the job, merit and ability as reflected in work performance and results.
- (iv) To ensure appropriate career planning and succession management.

### 2. ADMINISTRATION AND TRAINING SCOPE OF THE SCHEME

#### (a) Responsibility for Administration

The Scheme of Service will be administered by the Permanent Secretary, Ministry of Finance in conjunction with the Public Service Commission and in consultation with the Permanent Secretary, Ministry of State for Public Service. In administering the Scheme, the Permanent Secretary will ensure that the provisions of the Scheme are strictly observed for fair and equitable treatment of officers and that officers are confirmed in appointment on successful completion of their probation period.

#### (b) Training Scope

In administering the Scheme, the Permanent Secretary will ensure that appropriate induction/training opportunities and facilities are provided to assist serving officers acquire the necessary additional qualifications/specialization and experience required for both efficient performance of their duties and advancement within the Scheme of Service. Officers should also be encouraged to undertake training privately for self-development. However in all matters of training, the Permanent Secretary will consult the Permanent Secretary, Ministry of State for Public Service.

### 3. THE SUPPLY CHAIN MANAGEMENT FUNCTION

The Supply Chain Management function involves coordination of various activities in delivering a combination of inputs, outputs/outcomes for specified requirements in accordance with the Public Procurement and Disposal Act 2005, Public Procurement and Disposal Regulations, 2006 and other laws and policy documents that impact on procurement. It entails identification of requirements; preparation of procurement plans in accordance with budget process; sourcing of suppliers; assessing and measuring performance of suppliers of goods, works and services; implementation of e-government procurement strategies; maintenance of procurement records; conducting market research; carrying out internal monitoring and evaluation; developing internal policy and procedure manuals; maintaining linkages with financial management functions, outsourcing of the procurement and/or disposal of goods and services; provision of guidelines on Public-Private Partnership.

implementations; aggregation of procurement to promote economies of scale; disclosure of information on procurement opportunities and contract awards; managing supplier relationships; introducing modern inventory management techniques and approaches; stock controlling, stocktaking, stock checking and stock audits; implementing inventory management information system; disposal of obsolete and surplus materials; developing and implementing inventory policy and procedure manuals; ensuring safety and security in storage; quality assurance; development and maintenance of asset register; ensuring smooth distribution of inventory; inventory costing and valuation; management of receipt and issues; preparation, review and monitoring the implementation of contracts; management of framework contracts; preparing contract variations and modifications; and preparation of end of activity reports.

#### 4. GRADING STRUCTURE AND SCOPE

- (a) The Scheme of Service establishes seven (7) grades of Supply Chain Management Assistants and ten (10) grades of Supply Chain Management Officers who will be designated and graded as follows:-

##### SUPPLY CHAIN MANAGEMENT ASSISTANTS APPENDIX 'A'

Designation	Job Group
Supply Chain Management Assistant IV	'G'
Supply Chain Management Assistant III	'H'
Supply Chain Management Assistant II	'J'
Supply Chain Management Assistant I	'K'
Senior Supply Chain Management Assistant	'L'
Chief Supply Chain Management Assistant	'M'
Principal Supply Chain Management Assistant	'N'

##### SUPPLY CHAIN MANAGEMENT OFFICERS APPENDIX 'B'

Designation	Job Group
Supply Chain Management Officer II	'J'
Supply Chain Management Officer I	'K'
Senior Supply Chain Management Officer	'L'
Chief Supply Chain Management Officer	'M'
Principal Supply Chain Management Officer	'N'
Assistant Director Supply Chain Management Services	'P'
Senior Assistant Director, Supply Chain Management Services	'Q'
Deputy Director, Supply Chain Management Services	'R'
Senior Deputy Director, Supply Chain Management Services	'S'
Director, Supply Chain Management Services	'T'

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(b) Conversion to the new Grading Structure

Serving officers will adopt and convert to the new grading structure as follows:-

**SUPPLY CHAIN MANAGEMENT ASSISTANTS APPENDIX 'A'**

Present Designation	Job Group	New Designation	Job Group
Storekeeper II	"E/F/G"	Supply Chain Management Assistant IV	'G'
Storekeeper I			
Senior Storekeeper			
Procurement Assistant	'H'	Supply Chain Management Assistant III	'H'
.....		Supply Chain Management Assistant II	
.....	"	Supply Chain Management Assistant I	'K'
.....	"	Senior Supply Chain Management Assistant	'L'
.....	"	Chief Supply Chain Management Assistant	'M'
.....	"	Principal Supply Chain Management Assistant	'N'

**SUPPLY CHAIN MANAGEMENT OFFICERS APPENDIX 'B'**

Present Designation	Job Group	New Designation	Job Group
Procurement Officer II	'J'	Supply Chain Management Officer II	'J'
Procurement Officer I	'K'	Supply Chain Management Officer I	'K'
Senior Procurement Officer	'L'	Senior Supply Chain Management Officer	'L'
Chief Procurement Officer	'M'	Chief Supply Chain Management Officer	'M'
Principal Procurement Officer	'N'	Principal Supply Chain Management Officer	'N'
Senior Principal Procurement Officer	'P'	Assistant Director, Supply Chain Management Services	'P'
Assistant Director of Public Procurement			
Senior Assistant Director of Public Procurement	'Q'	Senior Assistant Director, Supply Chain Management Services	'Q'
Deputy Director, Public Procurement	'R'	Deputy Director, Supply Chain Management Services	'R'
.....	.....	Senior Deputy Director, Supply Chain Management Services	'S'
Director Public Procurement	'S'	Director, Supply Chain Management Services	'T'

Notes:

- (i) The grades of Supply Chain Management Assistant IV/III/II Job Groups, 'G/H/J' for certificate holders, Supply Chain Management Assistant III/II/II, Job Group 'H/I' for Diploma holders, Supply Chain Management Officer III/I, Job Groups 'J/K', for Degree holders will form a common establishment for the purpose of this Scheme of Service.
- (ii) There will be no further recruitment below Job Groups 'G'. Officers in the grades of Storekeeper II, Job Group 'E' and Storekeeper I, Job Group 'F' will convert to the grade of Supply Chain Management Assistant IV, Job Group 'G' provided they have served in their current grades for at least five (5) and three (3) years respectively.
- (iii) Serving officers will undertake suitability interviews before they convert to the upgraded positions. Officers on Job Group 'L' and below will be interviewed by Ministerial Human Resource Advisory Committee (MHRAC) while those on Job Group 'M' and above will be interviewed by Public Service Commission of Kenya (PSC/K).

5. PROVISION OF POSTS

A scheme of service does not constitute authority for creation of posts. Any additional posts required under the new grading structure must be included in the Ministry's establishment proposals for consideration and approval by the Permanent Secretary, Ministry of State for Public Service in the normal manner.

6. ENTRY INTO THE SCHEME OF SERVICE

(a) Direct Appointment

Direct appointment will be made in the grades of Supply Chain Management Assistant IV/III, Job Group 'G/H' and Supply Chain Management Officer III/I, Job Group 'J/K'. In exceptional circumstances, however, direct appointment may be made beyond these grades by the Public Service Commission of Kenya on the recommendation of the Permanent Secretary administering the Scheme in consultation with the Permanent Secretary, Ministry of State for Public Service provided the candidate is in possession of the minimum qualifications and experience required for appointment to the grade.

(b) Incremental Credit

Incremental credit(s) for approved experience acquired after obtaining the prescribed minimum qualifications for the grade may be awarded at the rate of one increment for each completed year of approved experience provided the maximum of the scale is not exceeded. In awarding incremental credit(s), any period of service or experience stipulated as a basic requirement for appointment to a particular grade will be excluded.

7. ADVANCEMENT WITHIN THE SCHEME

The Scheme of Service sets out the minimum qualifications and/or experience required for advancement from one grade to another. It is emphasized, however, that these are the minimum requirements entitling an officer to be considered for appointment to the next grade. In addition, advancement from one grade to another will depend on:-

- (i) existence of a vacancy in the authorized establishment;
- (ii) merit and ability as reflected in work performance and results; and

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## 8. RECOGNIZED QUALIFICATIONS

The following are the recognized qualifications for the purpose of this Scheme of Service:-

- ✓ (i) a Kenya Certificate of Secondary Education Mean Grade C- with a minimum of C- in Mathematics, and English or Kiswahili or its recognized equivalent qualification from the Kenya National Examination Council (KNEC).
- ✓ (ii) a Certificate in Supplies Management or its equivalent qualifications from a recognized Institution.
- ✓ (iii) an Advanced Certificate in Supply Chain Management from the Chartered Institute of Purchasing and Supply (CIPS) or its equivalent qualification from a recognized Institution.
- ✓ (iv) a Diploma in Supplies Management or its equivalent qualification from a recognized Institution.
- (v) a Bachelors degree in any of the following fields:- Administration (Supplies Management Option), Commerce, Marketing, Economics, Statistics, Procurement and Supplies Management, Law or any other relevant field from a recognized Institution.
- (vi) a Masters Degree in any of the following:- Procurement and Supplies Management, Logistics and Supply Chain Management, Business Administration, Commerce, Entrepreneurship, Law or any other relevant field from a recognized Institution.
- (vii) a member of a recognized Purchasing and Supplies Management Professional Body.
- ✓ (viii) a management course lasting not more than three (3) weeks.
- (ix) any other qualification as may be recommended by the Permanent Secretary administering the Scheme in consultation with the Permanent Secretary, Ministry of State for Public Service.

*P 1 & 2 - Foundation Dip  
Final Dip*

## 9. IMPLEMENTATION OF THE SCHEME OF SERVICE

The Scheme of Service will become operational with effect from 1<sup>st</sup> April, 2009. On implementation, all serving officers will automatically become members of the Scheme.

## 10. JOB AND APPOINTMENT SPECIFICATIONS

### SUPPLY CHAIN MANAGEMENT ASSISTANTS APPENDIX 'A'

#### (i) SUPPLY CHAIN MANAGEMENT ASSISTANT IV, JOB GROUP 'G'

##### (a) Duties and Responsibilities

This will be the entry and training grade for this cadre. An officer at this level will be deployed in a Supply Chain Management unit in a Ministry or Department and will handle simple tasks such as issuing and receiving stores and preparation and maintenance of records under the supervision of a more experienced officer.

(i) Requirements for Appointment

For appointment to this grade, a candidate must be in possession of:-

- (i) Kenya Certificate of Secondary Education (KCSE) mean grade C- with a minimum of C- in Mathematics and English or Kiswahili or its equivalent qualification from a recognized institution; and
- (ii) a Certificate in Supplies Management or its approved equivalent from a recognized Institution.

OR

- (iii) Advanced Certificate in Supply Chain Management from a recognized Institution.

In addition to the above requirements, an officer must have the following key personal attributes and core competences:

(i) Personal Qualities

- Ability to get on well with the diverse workforce
- Good knowledge in the professional field of specialisation
- Good communication skills
- Ability to take instructions
- Good organisational and supervisory skills

(ii) Core Competencies

- Team playing skills
- Accuracy
- Care for resources
- Manual dexterity
- Execution of instructions
- Interpersonal skills
- Analytical skills
- Records Management skills

## II. SUPPLY CHAIN MANAGEMENT ASSISTANT III, JOB GROUP 'H'

(a) Duties and Responsibilities

An officer at this level will be deployed in a Supply Chain Management unit in a Ministry or Department and will handle a variety of tasks such as issuing and receiving stores; assisting in stock taking, reconciliation, preparation and maintenance of records.

(b) Requirements for Appointment

**Direct Appointment**

For appointment to this grade, a candidate must be in possession of:-

- (i) a Kenya Certificate of Secondary Education (KCSE) mean grade C- (minus) with a minimum of C- in Mathematics and English or Kiswahili or its equivalent qualification from a recognized Institution; and



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- (ii) a Diploma (CIPS) in Supplies Management or its equivalent qualification from a recognized Institution

#### Promotion

For promotion to this grade, an officer must have:-

- (i) served in the grade of Supply Chain Management Assistant IV or in a comparable and relevant position in the Public Service for a minimum period of three (3) years;
- (ii) an Advanced Certificate in Supply Chain Management from Chartered Institute of Purchasing and Supplies (CIPS) or its approved equivalent from a recognized Institution; and
- (iii) shown merit and ability as reflected in work performance and results.

In addition to the above requirements, an officer must have the following key personal attributes and core competences:-

(i) *Personal Qualities*

- Ability to get on well with the diverse workforce
- Good knowledge in the professional field of specialisation
- Good communication skills
- Ability to take instructions
- Good organisational and supervisory skills

(ii) *Core Competences*

- Team playing skills
- Accuracy
- Care for resources
- Manual dexterity
- Execution of instructions
- Interpersonal skills
- Analytical skills
- Records Management skills

### III. SUPPLY CHAIN MANAGEMENT ASSISTANT II, JOB GROUP 'J'

(a) **Duties and Responsibilities**

An officer at this level will be deployed in specialized areas such as warehousing, distribution, stock control, logistics or market surveys. The officer will assist in the preparation of annual procurement plans and Supply Chain Management reports.

(b) **Requirements for Appointment**

For appointment to this grade, an officer must have:-

- (i) served in the grade of Supply Chain Management Assistant III or in a comparable and relevant position in the Public Service for a minimum period of three (3) years,

- \* (ii) Diploma (Foundation Stage) or its equivalent from a recognized institution and
- (iii) shown merit and ability as reflected in work performance and results.

In addition to the above requirements, an officer must have the following key personal attributes and core competencies:-

(i) *Personal Qualities*

- Ability to get on well with the diverse workforce
- Good knowledge in the professional field of specialisation
- Good communication skills
- Ability to take instructions
- Good organisational and supervisory skills

(ii) *Core Competences*

- Team playing skills
- Accuracy
- Care for resources
- Manual dexterity
- Execution of instructions
- Inter-personal skills
- Analytical skills
- Records Management skills

**SUPPLY CHAIN MANAGEMENT ASSISTANT I, JOB GROUP 'K'**

(a) **Duties and Responsibilities**

Work at this level will be similar to that of Supply Chain Management Assistant II though more complex in nature. Specifically, duties will entail warehousing, distribution, fleet management, inventory and stock control.

(b) **Requirements for Appointment**

For appointment to this grade, an officer must have:-

- (i) Served in the grade of Supply Chain Management Assistant II or in a comparable and relevant position in the Public Service for a minimum period of three (3) years; and shown merit and ability as reflected in work performance and results.

In addition to the above requirements, an officer must have the following key personal attributes and core competencies:-

(i) *Personal Qualities*

- Ability to get on well with the diverse workforce
- Good knowledge in the professional field of specialisation
- Good communication skills
- Ability to take instructions

Good organisational and supervisory skills

(2)

(ii) *Core Competences*

- Team playing skills
- Accuracy
- Care for resources
- Manual dexterity
- Execution of instructions
- Interpersonal skills
- Analytical skills
- Records Management skills

IV. SENIOR SUPPLY CHAIN MANAGEMENT ASSISTANT, JOB GROUP 'L'

(a) Duties and Responsibilities

An officer at this level will be expected to supervise and provide guidance and advice in areas pertaining to Supply Chain Management to officers working under the officer. Specifically, duties will entail assisting in procurement, preparation of procurement plans, market survey and research; disposal of stores and equipment in accordance to the laid down regulations and procedures; and preparation of periodic and annual Supply Chain Management reports/returns.

(b) Requirement for Appointment

For appointment to this grade, an officer must have:-

- (i) served in the grade of Senior Supply Chain Management Assistant I or in a comparable and relevant position in the Public Service for a minimum period of three (3) years;
- (ii) a Diploma in Supplies Management or its equivalent qualification from a recognized Institution; and
- (iii) shown merit and ability as reflected in work performance and results.

In addition to the above requirements, an officer must have the following key personal attributes and core competences:-

(i) *Personal Qualities*

- Ability to get on well with the diverse workforce
- Good knowledge in the professional field of specialisation
- Good communication skills
- Ability to take instructions
- Good organisational and supervisory skills

(ii) *Core Competences*

- Team playing skills
- Accuracy
- Care for resources
- Manual dexterity
- Execution of instructions

- Interpersonal skills
- Analytical skills
- Records Management skills

### CHIEF SUPPLY CHAIN MANAGEMENT ASSISTANT, JOB GROUP 01

#### (a) Duties and Responsibilities

Duties will entail undertaking procurement of less complex nature, over seeing and coordinating warehousing; distribution and fleet management, disposal of stores and equipment; market surveys and research; inventory and stock control and procurement plans.

#### (b) Requirements for Appointment

For appointment to this grade, an officer must have:-

- (i) served in the grade of Senior Supply Chain Management Assistant or in a comparable and relevant position in the Public Service for a minimum period of three (3) years;
- (ii) attended a management course lasting for not less than four (4) weeks; and
- (iii) shown administrative capability and outstanding performance.

In addition to the above requirements, an officer must have the following key personal attributes and core competences:-

#### (i) Personal Qualities

- Ability to get on well with the diverse workforce
- Good knowledge in the professional field of specialisation
- Good communication skills
- Ability to take instructions
- Good organisational and supervisory skills

#### (ii) Core Competences

- Team playing skills
- Accuracy
- Care for resources
- Manual dexterity
- Execution of instructions
- Interpersonal skills
- Analytical skills
- Records Management skills

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## VII. PRINCIPAL SUPPLY CHAIN MANAGEMENT ASSISTANT, JOB GROUP 'N'

### (a) Duties and Responsibilities

This will be the highest grade in the Supply Chain Management Assistants' cadre. Duties and responsibilities at this level will involve preparation of procurement plans; market survey and research, overseeing and coordinating warehousing distribution; inventory and fleet management; and stocktaking. In addition, duties will include supervision of staff working under the officer.

### (b) Requirements for Appointment

For appointment to this grade, an officer must have:-

- (i) served in the grade of Chief Supply Chain Management Assistant or in a comparable and relevant position in the Public Service for a minimum period of three (3) years; and
- (ii) shown merit and ability as reflected in work performance and results.

In addition to the above requirements, an officer must have the following key personal attributes and core competences:-

#### (i) Personal Qualities

- Ability to get on well with the diverse workforce
- Good knowledge in the professional field of specialisation
- Good communication skills
- Ability to take instructions
- Good organisational and supervisory skills

#### (ii) Core Competences

- Team playing skills
- Accuracy
- Care for resources
- Manual dexterity
- Execution of instructions
- Interpersonal skills
- Analytical skills
- Records Management skills

## SUPPLY CHAIN MANAGEMENT OFFICERS: APPENDIX 'B'

### I. SUPPLY CHAIN MANAGEMENT OFFICER II, JOB GROUP 'J'

#### (a) Duties and Responsibilities

This will be the entry and training grade for Supply Chain Management Officers. An officer at this level will perform a variety of Supply Chain Management duties under the guidance of a more senior and experienced officer. The officer will be deployed in a medium size department or in a section. Specific duties and responsibilities will entail warehousing; distribution management; fleet management; disposal of stores and equipment; procurement; market surveys and research; inventory and stock control, in accordance with the laid down regulations and procedures.

**(b) Requirement for Appointment**

For appointment to this grade, a candidate must have a Bachelors Degree in any of the following:- Commerce, Business Administration (Supplies Management Option), Economics, Procurement and Supplies Management, Marketing or their equivalent from a recognized Institution.

In addition to the above requirements, an officer must have the following key personal attributes and core competences:-

**(i) Personal Qualities**

- Ability to get on well with the diverse workforce
- Good knowledge in the professional field of specialisation
- Good communication skills
- Ability to take instructions
- Good organisational and supervisory skills

**(ii) Core Competences**

- Team playing skills
- Accuracy
- Care for resources
- Manual dexterity
- Execution of instructions
- Interpersonal skills
- Analytical skills
- Records Management skills

**II. SUPPLY CHAIN MANAGEMENT OFFICER I, JOB GROUP 'K'**

**(a) Duties and Responsibilities**

**(b)** The officer at this level will work under minimal supervision and may be deployed to help oversee the Supply Chain Management function in a district or in a Supply Chain Management unit within a Ministry/Department. Duties and responsibilities will include processing of agenda for the tender committees and assisting in implementation of decisions thereof.

**(c) Requirements for Appointment**

For appointment to this grade, an officer must have:-

- (i) served in the grade of Supply Chain Management Officer II or in a comparable and relevant position in the Public Service for a minimum period of three (3) years;
- (ii) a Bachelors Degree in any of the following;-Commerce, Business Administration, Economics, Procurement and Supplies Management, Marketing or their equivalent qualification from a recognized institution; and
- (iii) shown merit and ability as reflected in work performance and results.

(8)

In addition to the above requirements, an officer must have the following key personal attributes and core competences:-

(i) *Personal Qualities*

- Ability to get on well with the diverse workforce
- Good knowledge in the professional field of specialisation
- Good communication skills
- Ability to take instructions
- Good organisational and supervisory skills

(ii) *Core Competences*

- Team playing skills
- Accuracy
- Care for resources
- Manual dexterity
- Execution of instructions
- Interpersonal skills
- Analytical skills
- Records Management skills

**III. SENIOR SUPPLY CHAIN MANAGEMENT OFFICER, JOB GROUP 'L'**

(a) **Duties and Responsibilities**

Duties and responsibilities at this level will include, planning and coordination of Supply Chain Management activities in such areas as procurement, warehousing, distribution, fleet management, disposal of stores and equipment, market surveys and research, procurement planning, and inventory and stock control. The officer may also be called upon to head a Supply Chain Management section or unit in a Ministry/Department or a district.

(b) **Requirements for Appointment**

For appointment to this grade, an officer must have:-

- (i) served in the grade of Supply Chain Management Officer I or in a comparable and relevant position in the Public Service for a minimum period of three (3) years;
- (ii) a Diploma in Supplies Management or its approved equivalent from a recognized Institution;
- (iii) a management course lasting not less than three (3) weeks;
- (iv) a Bachelors Degree in any of the following:- Commerce, Business Administration, Economics, Procurement and Supplies Management, Marketing, Law or their equivalent qualification from a recognized institution; and
- (v) shown merit and ability as reflected in work performance and results.

In addition to the above requirements, an officer must have the following key personal attributes and core competences:-

(i) *Personal Qualities*

- Ability to get on well with the diverse workforce
- Good knowledge in the professional field of specialisation
- Good communication skills
- Ability to take instructions
- Good organisational and supervisory skills

(ii) *Core Competences*

- Team playing skills
- Accuracy
- Care for resources
- Manual dexterity
- Execution of instructions
- Interpersonal skills
- Analytical skills
- Records Management skills

**IV. CHIEF SUPPLY CHAIN MANAGEMENT OFFICER, JOB GROUP 'M'**

(a) **Duties and Responsibilities**

An officer at this level may be deployed at the Directorate of Supply Chain Management Services or in a Ministry/Department.

At the Directorate of Supply Chain Management Services, the officer will be required to coordinate the collection, collation and analysis of data from the Ministries/Departments and make appropriate recommendations thereof; analyse Supply Chain Management issues emanating from Ministries/Departments and initiate appropriate action. Additional duties will include monitoring of the implementation of existing Supply Chain Management policies, guidelines and procedures.

In the Ministries/Departments an officer at this level will be in charge of a district Supply Chain Management unit or head a section within a Supply Chain Management division of a Ministry/Department headquarters. Duties and responsibilities will include planning and coordinating Supply Chain Management activities in such areas as procurement, warehousing, distribution, fleet management, disposal of stores and assets, market survey and research, procurement plans, inventory and stock control. In addition the officer will be involved in tender committee secretariat duties and implementation of policy decisions.

(b) **Requirements for Appointment**

For appointment to this grade, an officer must have:-

- (i) served in the grade of Senior Supply Chain Management Officer or in a comparable and relevant position in the Public Service for a minimum period of three (3) years;



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- (ii) a Diploma in Supplies Management or its approved equivalent in a related field from a recognized Institution;
- (iii) a Bachelors Degree in any of the following:- Commerce, Business Administration, Economics, Procurement and Supplies Management, Marketing, Law or their equivalent qualification from a recognized institution; and
- (iv) shown administrative ability, wide knowledge and experience in procurement procedures.

In addition to the above requirements, an officer must have the following key personal attributes and core competences:-

(i) *Personal Qualities*

- Ability to get on well with the diverse workforce
- Good knowledge in the professional field of specialisation.
- Good communication skills
- Ability to take instructions
- Good organisational and supervisory skills

(ii) *Core Competences*

- Team playing skills
- Accuracy
- Care for resources
- Manual dexterity
- Execution of instructions
- Interpersonal skills
- Analytical skills
- Records Management skills

V. **PRINCIPAL SUPPLY CHAIN MANAGEMENT OFFICER, JOB GROUP 'N'**

(a) **Duties and Responsibilities**

An officer at this level may be deployed at the Directorate of Supply Chain Management Services or in a Ministry/Department.

At the Directorate of Supply Chain Management Services the officer at this level will be in charge of a schedule of duties consisting of a number of Ministries/Departments. The officer will be required to assist in compilation, collation and analysis of Supply Chain Management data/issues from Ministries/Department. Additional duties will involve monitoring the implementation of the Supply Chain Management policies, guidelines and procedures issued by the Directorate of Supply Chain Management from time to time and recommending appropriate action where necessary.

In the Ministries/Departments an officer at this level will be in-charge of a District or perform a variety of duties which will include planning, coordinating, organizing and controlling activities in Supply Chain Management unit in a Ministry/Department. Specific duties will include ensuring the correct interpretation and implementation of the Public Procurement and Disposal Act, 2005, the regulations, procedures and other statutes that impact on the...

**(b) Requirements for Appointment**

For appointment to this grade, an officer must have:-

- (i) served in the grade of Chief Supply Chain Management Officer or in a comparable and relevant position in the Public Service for a minimum period of three (3) years;
- (ii) a Diploma in supplies Management or its approved equivalent from a recognized Institution;
- (iii) a management course lasting not less than three weeks;
- (iv) a Bachelors Degree in any of the following: Commerce, Business Administration, Economics, Procurement and supplies Management, Marketing, Law or their equivalent qualification from a recognized institution; and
- (v) demonstrated general administrative ability required for direction, control and implementation of Public Procurement and Disposal Act.

In addition to the above requirements, an officer must have the following key personal attributes and core competences:-

**(i) Personal Qualities**

- Organisational, managerial and administrative skills.
- Positive working attitude and ability to give and take instructions.
- Ability to work with minimum supervision.
- Creativity and innovativeness.
- Professionalism and integrity.
- Interpersonal skills including being a team player.
- Good communication skills.

**(ii) Core Competences**

- Supervisory management
- Policy implementation
- Oral/Written Communication skills
- Target setting
- Administration skills
- Team leadership
- Problem solving

**VI. ASSISTANT DIRECTOR SUPPLY CHAIN MANAGEMENT SERVICES, JOB GROUP 'P'**

**(a) Duties and Responsibilities**

An officer at this level may be deployed at the Directorate of Supply Chain Management Services or in a Ministry/Department.

At the Directorate of Supply Chain Management Services the duties and responsibilities of the officer will entail managing activities in Supply Chain Management Units. Specific duties at this level will involve initiating an

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formulating of Supply Chain Management policies for issue to the Service in liaison with the Senior Assistant Director and assisting in the preparation of the division's strategic plans.

In the Ministries/Departments an officer at this level will be responsible for planning, organizing, administration and control of the Supply Chain Management units in the Ministry/Department. Specific duties will include monitoring the impact of Supply Chain Management policies and regulations, ensuring correct interpretation and implementation of Public Procurement and Disposal Act, 2005 and other statutes, policies, rules and regulations that may impact on the Supply Chain Management.

**(b) Requirements for Appointment**

For appointment to this grade, an officer must have:-

- (i) served in the grade of Principal Supply Chain Management Officer or in a comparable and relevant position in the Public Service for a minimum period of three (3) years;
- (ii) Diploma in Supplies Management or its approved equivalent from a recognized Institution;
- (iii) a Bachelors Degree in any or the following:- Commerce, Business Administration, Economics, Procurement and Supplies Management, Marketing, Law or their equivalent qualification from a recognized institution;
- (iv) a Masters Degree in any of the following:- Procurement and Supply Management, Logistics and Supply Chain Management, Business Administration, Commerce, or any other relevant field from a recognized Institution; and
- (v) shown merit and ability as reflected in work performance and results.

In addition to the above requirements, an officer must have the following key personal attributes and core competences:-

**(i) Personal Qualities**

- Ability to articulate and implement Ministerial/Departmental Mandates.
- Organizational, analytical, managerial and decision making skills.
- Creativity and innovation.
- Technical problem solving.
- Resource management skills.
- Interpersonal and communication skills.
- Integrity and commitment to producing results.
- Leadership, advocacy, relationship building and collaboration, result oriented; self driven.
- Appreciation and application of technology in the work environment.
- Passion for continuous professional development.
- Initiative to achieve expected results.

(ii) *Core Competencies*

- People management
- Financial management
- Policy implementation
- Planning
- Coordinating
- Strategy implementation

**VII. SENIOR ASSISTANT DIRECTOR, SUPPLY CHAIN MANAGEMENT SERVICES, JOB GROUP 'Q'**

(a) **Duties and Responsibilities**

An officer at this level may be deployed at the Directorate of Supply Chain Management Services or in a Ministry/Department.

At the Directorate of Supply Chain Management Services, an officer at this level will be responsible for analyzing Supply Chain Management structures and systems; determining and proposing methods and strategies of handling the Supply Chain Management function; initiating and developing Supply Chain Management policies; and performance improvement strategies that are adaptive to the changing environment and technology. In addition, the officer will be expected to coordinate development of strategic plans for the Directorate of Supply Chain Management.

In the Ministries/Departments, specific duties will include implementation of Public Procurement and Disposal Act, 2005 and other statutes, rules and regulations and ensuring adherence to the laid down procedures, rules and regulations; analyzing the impact of Supply Chain Management policies, rules and regulations; advising the Accounting Officer on Supply Chain Management matters, ensuring high professional Supply Chain Management standards; assisting in procurement planning and budget preparation; advising State Corporations in the Ministry/Department on Supply Chain Management matters and interpreting of other laws and statutes that impact on Supply Chain Management matters.

(b) **Requirements for Appointment.**

For appointment to this grade, an officer must have:-

- (i) served in the grade, of Assistant Director/Supply Chain Management Services or in a comparable and relevant position in the Public Service for a minimum period of three (3) years;
- (ii) a Diploma in Supplies Management or its approved equivalent from a recognized Institution;
- (iii) a Bachelors Degree in any of the following:- Commerce, Business Administration, Economics, Procurement and Supply Management, Marketing or their equivalent qualification from a recognized institution;
- (iv) a Masters Degree in any of the following:- Procurement and Supply Management, Business Administration, Commerce, Logistics and Supply Chain Management or any other relevant field from a recognized Institution;

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ensuring adherence to the laid down procedures, rules and regulations; analyzing the impact of Supply Chain Management policies, rules and regulations; advising the Accounting Officer on Supply Chain Management standards; assisting in procurement planning and budget preparation; advising State Corporations in the Ministry/Department on Supply Chain Management matters and interpreting of other laws and statutes that impact on Supply Chain Management matters.

**(b) Requirements for Appointment**

For appointment to this grade, an officer must have:-

- (i) served in the grade of Senior Assistant Director, Supply Chain Management Services or in a comparable and relevant position in the Public Service for a minimum period of three (3) years;
- (ii) a Diploma in Supplies Management or its approved equivalent from a recognized Institution;
- (iii) a Bachelors Degree in any of the following:- Commerce, Business Administration, Economics, Procurement and Supplies Management, Marketing, Law or their equivalent qualification from a recognized institution;
- (iv) a Masters Degree in any of the following:- Procurement and Supply Management, Business Administration, Commerce, Logistics and Supply Chain Management or any other relevant field from a recognized Institution;
- (v) demonstrated professional competence, administrative capabilities and initiative in the general organization and management of the Supply Chain Management function and possess thorough understanding of Supply Chain Management issues and emerging Supply Chain Management trends and techniques.

In addition to the above requirements, an officer must have the following key personal attributes and core competences:-

**(i) Personal Qualities**

- Ability to articulate and implement Ministerial/Departmental Mandates.
- Organizational, analytical, managerial and decision making skills.
- Creativity and innovation.
- Technical problem solving.
- Resource management skills.
- Interpersonal and communication skills.
- Integrity and commitment to producing results.
- Leadership, advocacy, relationship building and collaboration, result oriented, self driven.
- Appreciation and application of technology in the work environment.
- Passion for continuous professional development.
- Initiative to achieve expected results.

(ii) *Core Competences*

- People management
- Financial management
- Policy implementation
- Planning
- Coordinating
- Strategy implementation

**XI. SENIOR DEPUTY DIRECTOR, SUPPLY CHAIN MANAGEMENT SERVICES, JOB GROUP 'S'**

**(a) Duties and Responsibilities**

An officer of this level will deputize the Director, Supply Chain Management Services in the management of supply chain function in the civil service. Specific duties will involve: initiating policy review on procedures, rules and regulations; ensuring preparation of procurement plans in the Ministries/Departments; operationalisation of e-government procurement strategies and inventory management; advising on outsourcing of the procurement and disposal function and other goods and services; participating in development and preparation of specific Ministerial /Departmental procurement and inventory manuals; providing guidelines on safety and security in stores; ensuring timely disclosure of information on procurement opportunities and awarded contracts; ensuring cordial supplier relationships; preparing budgets and work plans; developing and reviewing performance targets and agreements; participating in negotiations with suppliers of goods, works and services; reviewing of contract documents; maintaining of professional standards and practices in the procurement function; dissemination of market and financial information. Participating in project design and implementation; and designing of training programmes for Supply Chain Management personnel.

**(b) Requirements for Appointment**

For appointment to this grade, an officer shall be a member of a recognized Purchasing and Supplies Management professional body and must have: -

- (i) Served in the grade of Deputy Director, Supply Chain Management Services or in a comparable and relevant position in the Public Service for a minimum period of three (3) years;
- (ii) Diploma in Purchasing and Supply Management or its equivalent from a recognized Institution;
- (iii) Bachelor's Degree in any of the following:- Purchasing and Supply Management, Business Administration, Commerce, Logistics and Supply Chain Management or any other relevant qualification from a recognized institution;
- (iv) A Master's Degree in any of the following fields: Purchasing and Supply Management, Logistics, Business Administration, Commerce, *Entrepreneurship, Law or any other relevant qualification from a recognized institution;* and
- (v) Demonstrated professional competence, administrative capabilities and initiative in the management of the organization.