



BANDARI MARITIME ACADEMY

Job opportunity at Bandari Maritime Academy

Bandari Maritime Academy was established through a Legal Notice No. 233 of 28th November, 2018, with the mandate to develop academic and vocational skills and provide competent Maritime Human Resource for a Sustainable Blue Economy.

Applications are invited from interested qualified persons for the vacant position below:

BMA/23/SCM/2	ASST. DIRECTOR SUPPLY CHAIN MANAGEMENT (RE-ADVERSIEMENT)
Job Grade:	BMA 3
Basic Salary Scale:	Kshs. 170,500.00 - Kshs. 373,500.00
House allowance:	Kshs. 35,000.00
Commuter allowance:	Kshs. 20,000.00
Leave Allowance	Kshs. 10,000.00
Terms of service:	Contractual (Renewable)
Reporting to:	Director/CEO
Direct reporting:	Principal Supply Chain Management Officer

Job Specification:

The Officer will be responsible to the Director/CEO for the management of supply chain management activities.

Duties and Responsibilities:

The duties and responsibility of the Assistant Director, Supply Chain Management will include the following:

- i. Providing and be responsible for rendering procurement professional advice to the Accounting Officer;
- ii. Overseeing the development and interpretation of Supply Chain Management policies and manuals;
- iii. Ensuring compliance of Procurement and Disposal Act 2015 and Regulations;
- iv. Issuing guidelines on implementation and interpretation of the Public Procurement and Asset Disposal Act and its attendant regulations;
- v. Introducing modern inventory management techniques and approaches;
- vi. Overseeing the implementation of e-government Supply Chain Management strategies;
- vii. Interpreting international trade agreements/policies related to Supply Chain Management; Participating in negotiations matters pertaining to Supply Chain Management;

- viii. Maintaining of professional standards and practices in the Supply Chain Management department;
- ix. Aligning the Academy procurement plan to the budget plan;
- x. Initiating policy review on procedures, rules and regulations;
- xi. Providing guidance in the overall Supply Chain policy and management;
- xii. Providing overall guidance on contract design and management;
- xiii. Providing guidance on disposal of Academy's inventory and other assets;
- xiv. Maintaining an Academy asset register;
- xv. Advising on quality assurance on goods, works and services;
- xvi. Ensuring statutory reports are submitted to the Authority, National Treasury and any other Government Agencies;
- xvii. Ensuring timely disclosure of information on procurement opportunities and awarded contracts as well as publishing of tenders;
- xviii. Ensuring cordial supplier relationships;
- xix. Overseeing the annual and quarterly Stock taking process as required to ensure optimum stock levels are maintained;
- xx. Managing procurement processes, risk analysis and mitigation, integrating, stock control, supplier evaluation and business intelligence;
- xxi. Preparing, implementing and monitoring of the divisions' budget;
- xxii. Ensuring preparation of procurement plans in the departments within the Academy; and,
- xxiii. Developing of divisional reports.

Person Specification:

For appointment to this grade a Candidate must have the following:

- i. Bachelor degree
- ii. Master 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;
- iii. Must have relevant experience of at least ten (10) years, four (4) of which must be at a management position.
- iv. Proficiency in computer applications
- v. Registered member of Kenya Institute of Supply Management or equivalent in good standing.
- vi. Fulfil the requirements of Chapter Six of the Constitution.

HOW TO APPLY

Prospective candidates **MUST** fill out the online application form that is available on the Academy website at: <https://bma.ac.ke/job-vacancies>. After filling the online application form, applicants **MUST** submit a detailed CV (with at least three referees), a copy of their national identification, accompanied with copies of academic certificates including Secondary Education certificate and professional certificates, in pdf format as one document, to be emailed to recruitment@bma.ac.ke so as to reach the Academy not later than **Monday 4th September, 2023, 5pm Kenyan time**.

Applicants must fill out the online application form and submit documents via email to be considered for the position.

Physical applications will not be accepted.

Applications received after the specified time will not be considered.