



BANDARI MARITIME ACADEMY

Job opportunities 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/26/CEO/SSCMO/14	Senior Supply Chain Management Officer Job Grade 6 (1 vacancy)
Job Grade:	BMA 6
Basic Salary Scale:	Kshs. 71,500 – Kshs. 141,500 p.m.
House allowance:	Ksh. 20,000
Commuter allowance:	Kshs. 14,000
Leave allowance:	Kshs. 6,000
Terms of service:	Permanent and Pensionable
Reporting to:	Principal Supply Chain Management Officer

Duties and Responsibilities:

i. Duties and Responsibilities entail

- Preparing inventory and store control procurement plans;
- Assisting in the preparation of annual procurement plans;
- Participating in preparation, advertisement, opening and evaluation of tenders and disposal processes;
- Preparing procurement management reports;
- Conducting stocktaking;
- Preparing of local purchase/ service orders (LPOS/LSOS);
- Undertaking market survey and research.
- Sourcing for suppliers;
- Carrying out receipt, storage, inspection and issuance of stores;
- Carrying out inventory and asset management and initiation of stock replenishment requisitions;



- k. Verifying, rationing and advising on rationing of stores where demand exceeds supply;
- l. Preparing periodic supply chain management reports;
- m. Carrying out inventory and stock control, in accordance with the laid down regulations and procedures;

ii. Required Qualification

For appointment to this grade, a staff must have: -

- a. Bachelor's degree in any of the following fields:- Procurement, Supplies Management, Business Administration (Supply Chain Management option), Commerce (Supplies Management option) or its equivalent qualification from a recognized institution Proficiency in computer applications.
- b. Cumulative experience of 3 years relevant work experience at the grade of Supply Chain Management Officer I or in a comparable position;
- c. Membership to the Kenya Institute of Supplies Management or any other recognized institution
- d. Proficiency in computer applications.

