



REPUBLIC  
OF  
KENYA



Poverty Reduction Through Sustainable NRM



**IFAD**  
INTERNATIONAL  
FUND FOR  
AGRICULTURAL  
DEVELOPMENT

## MINISTRY OF WATER AND IRRIGATION

### UPPER TANA NATURAL RESOURCES MANAGEMENT PROJECT (UTaNRMP)

## JOB ADVERTISEMENT

### PROJECT PROCUREMENT ASSISTANT: 1 POST

#### 1. Background

The Government of Kenya has received financial support from International Fund for Agricultural Development (IFAD) and the Spanish Trust Fund for implementation of Upper Tana Natural Resources Management Project (UTaNRMP). The overall goal of the project is to contribute to reduction of rural poverty in the Upper Tana River catchment. This goal will be pursued through two development objectives which reflect the poverty-environment nexus. (i) Increased sustainable food production and incomes for poor rural households living in the project areas and (ii) Sustainable management of natural resources for provision of environmental services. The project covers six counties namely: - Embu, Tharaka Nithi, Meru, Kirinyaga, Murang'a and Nyeri, National Park and Forest Reserve. The project duration is eight (8) years (2012-2020). The key implementing Departments/Agencies are:- **National Treasury; Ministry of Water and Irrigation; Ministry of Interior and Coordination; State Departments of: Planning, Agriculture, Livestock Production, Fisheries, Social Services, Cooperatives and the following Agencies:- Kenya Forest Services, National Environment Management Authority, Kenya Wildlife Services, KenGen and Water Resources Management Authority.**

The government plans to utilize a portion of the funds to support placement of a professional and self-motivated Project Procurement Assistant to work at the Project Coordination Unit based in Embu County. The Successful candidate will be serving on **one year contract renewable annually for the period of the project** subject to satisfactory annual assessment. The candidate must be a Kenyan citizen, aged between 25 and 50 years, should have a valid certificate of good conduct, should be able to work with minimum supervision, willing and able to work beyond normal office working hours.

#### 2. Key Duties and Responsibilities

Reporting to the Project Procurement Officer, the Project procurement Assistant will handle a variety of tasks that include: assisting in procurement, preparation of procurement plans, market survey and research; disposal of stores and equipment in accordance with laid down regulations and procedures; and preparation of periodic and annual Supply Chain Management reports' returns and any other related duties as may be assigned from time to time.

#### 3. Academic and Professional Qualifications

For recruitment to this position, the applicant **MUST**;

- i) Be in possession of a Kenya Certificate of Secondary Education (KSCE) mean grade C- (minus) with a minimum of C- in Mathematics and English or Kiswahili or its equivalent qualification from a recognized institution;
- ii) Have level six (6) Diploma in Procurement and Supply Management from the Chartered Institute of Procurement & Supply or its approved equivalent from a recognized institution;
- iii) Have a Valid Membership to the Kenya Institute of Supplies Management (KISM), or Chartered Institute of Procurement and Supply (CIPS) or its approved equivalent from a recognized Institution

#### **4. Others**

A bachelor's degree in any of the following field: Procurement, Logistics, Finance, Business Administration, Economics, Project Planning and Management, Commerce or any other relevant discipline will be an **added advantage**;

#### **5. Work Experience**

##### **The applicant must**

- i) Have a minimum of five (5) years experience in public procurement of goods and services, three (3) of which must be in a donor-funded project.
- ii) Be Computer literate with a practical working knowledge of e-procurement

#### **6. Personal Attributes and Core Competencies:**

In addition to the above requirements, the applicant is expected to have the following key personal attributes and core competencies;

##### **a) Personal Attributes**

- i) Ability to get on well with a diverse workforce;
- ii) Good knowledge in the professional field of specialization;
- iii) Good communication skills;
- iv) Good organizational and supervisory skills; and
- v) Impeccable integrity and honesty

##### **b) Core Competencies**

- (i) Team playing skills;
- (ii) Care of resources;
- (iii) Accuracy;
- (iv) Interpersonal skills;
- (v) Analytical skills; and
- (vi) Records Management skills.

Interested candidates who meet the above requirements should send their application letter, detailed Curriculum Vitae (CV) clearly indicating present and previous employers with name(s) and contact(s) of their supervisor(s), copies of certificates and testimonials to:-

**The Principal Secretary  
Ministry of Water and Irrigation  
(State Department of Water Services), Maji House  
P. O. Box 49720-00100  
Nairobi  
Tel: 020 2716103**

**Attn. Human Resources Department,  
1<sup>st</sup> floor, Room No. 145**

***So as to reach on or before Thursday 9<sup>th</sup> June 2016 at 4:30 PM. This advertisement and the TORs are available on the project website: [www.utanrmp.or.ke](http://www.utanrmp.or.ke).***

***N/B No application by email will be accepted. Only shortlisted candidates will be invited for interviews.***