



REPUBLIC  
OF  
KENYA



Poverty Reduction Through Sustainable NRM



Investing in rural people

## MINISTRY OF WATER, SANITATION AND IRRIGATION

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

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## VACANCY ANNOUNCEMENT FOR PROJECT PROCUREMENT ASSISTANT

### 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 Catchment Natural Resources Management Project (UTaNRMP). The Project Completion Date is 31<sup>st</sup> December 2022. The goal of the project is to contribute to reduction of rural poverty in the Upper Tana River catchment. This goal is pursued through two development objectives, which reflect the poverty-environment nexus namely: (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, Mt. Kenya National Park and Forest Reserve.

### 2. Placement of Project Procurement Assistant

The government plans to utilize a portion of the project 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.

### 3. Key Duties and Responsibilities

Reporting to the immediate Supervisor who is the Project Procurement Officer, the Project Procurement Assistant will handle a variety of tasks that include: assisting in: 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, updating procurement files, and any other related duties as may be assigned from time to time.

### 4. Academic and Professional Qualifications

The Project Procurement Assistant **MUST**:

- a) Have 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.
- b) Have minimum level six (6) Diploma CIPS or CPSP (level 2) in Procurement and Supply Management from the Chartered Institute of Procurement & Supply or its approved equivalent from a recognized institution; and

- c) 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.

## 5. Work Experience

The Project Procurement Assistant **MUST**;

- i) Have a minimum of five (5) years experience in public procurement of goods and services, while experience in donor-funded project will be an added advantage;
- ii) Have a comprehensive knowledge of GOK Public Procurement and Asset Disposal Act 2015 and its regulations 2020, as well as procurement guidelines for IFAD and or the World Bank;
- iii) Be Computer literate.

## 6. Other requirements

Applicants for this post will be required to satisfy the requirements of Chapter Six of Kenya Constitution 2010 and therefore shortlisted candidates will be required to submit latest copies of the following **during the interview**:

- o Certificate of Good Conduct from the Director of Criminal Investigations;
- o Clearance Certificate from the Higher Education Loans Board;
- o Tax Compliance Certificate from the Kenya Revenue Authority;
- o Certificate of Clearance from the Credit Reference Bureau.

Interested candidates who meet the above requirements should send their application letter, detailed CV, copies of certificates and testimonials to:

The Principal Secretary  
Ministry of Water, Sanitation and Irrigation  
P.O. Box 49720-00100  
**Nairobi**

Attn: Human Resources Department, Room No.154, first floor so as to reach by 4:00PM on or before 11<sup>th</sup> November 2020

**Applications through email will also be accepted and are encouraged. Receipt of these will be acknowledged. Please send to: [hrmmaji154@yahoo.com](mailto:hrmmaji154@yahoo.com).**

### **Please Note:-**

- a) Only shortlisted applicants will be invited for interviews;
- b) Diversity and gender considerations will be applied in the recruitment process.

***NB: Canvassing directly or indirectly will lead to disqualification at whatever stage of recruitment process and placement.***