



IKUTHA TECHNICAL AND VOCATIONAL COLLEGE

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Ikutha - Kenya ikuthatvc@gmail.com
Ikutha Technical & Vocational College, Kitui County



VACANCY ADVERTISEMENT

The Board of Governors Ikutha TVC is seeking to fill the following posts:

1. PROCUREMENT ASSISTANT – ONE (1) POST

Job Summary

This post involves management of the procurement process at the college by proposing, aligning and executing the Institution's Procurement Strategy, Procedures as well as the applicable Policies.

Qualifications:

- i. One must be registered as a member by the Kenya Institute of Supplies Management (KISM).
- ii. Must hold a Diploma in Supply Chain Management/Procurement or an equivalent qualification (KNEC).
- iii. Must demonstrate good understanding of the Public Procurement and Asset Disposal Act 2015 and Regulation 2020.
- iv. Must have knowledge of the Public Procurement Information Portal (PPIP).
- v. Must demonstrate computer literacy in the relevant packages.
- vi. Must have good interpersonal and communication skills
- vii. Must have good knowledge on storekeeping.
- viii. Comply with requirements of chapter 6 of the Constitution.

Duties and responsibilities for this post include:

- i. Developing and maintaining a strong relationship with the College vendors, subcontractors as well as suppliers.
- ii. Attaining continuous improvement in competitive bidding practices
- iii. Track and schedule all materials, equipment and personnel purchase orders
- iv. Develop and maintain inventory control procedures.
- v. Review supplier proposals and invoices
- vi. Improve procurement operations through process improvements.
- vii. Co- ordinate with staff, operations personal and outside agencies to ensure that materials, equipment and services are available when needed.

How to Apply:

Qualified and interested candidates should submit their hard copy applications and relevant testimonials so as to reach the undersigned on or before **Tuesday, 11th February 2025** by 5:00pm.

The Principal/Secretary BOG,

P.O Box 14-90207, Ikutha.

Women and Persons Living with Disability (PLWD) are encouraged to apply.

*Approved for
Circulation.
[Signature]*

