



# UNIVERSITY OF NAIROBI

## INTERNAL ADVERTISEMENT

Applications are invited for the following position:

**ASSISTANT PROCUREMENT OFFICER, GRADE 7-8 (CD), SUPPLY CHAIN MANAGEMENT SERVICES, CENTRAL ADMINISTRATION, AD/7/106/24– 9 POSTS**

### **Job specifications (Applicants shall have)**

- i) Bachelor's degree **OR** Higher Diploma in any of the following fields: Procurement, Economics, Business Administration (supplies or Procurement option) or its equivalent.
- ii) Professional qualifications in Purchasing/Procurement and Supply Chain management e.g. Diploma from the Chartered Institute of Purchasing and Supply.
- iii) Three (3) years' experience at the level of any procurement job at Grade 5/6 (AB) .
- iv) Membership to the Procurement Practitioners Professional body, Kenya Institute of Supplies Management

### **Duties and responsibilities**

The successful candidate will among other assignments be expected to perform Procurement and disposal matters related duties.

### **NOTES**

1. Applicants should email their application letters, certified copies of certificates and curriculum vitae (CV) giving details of their qualifications, experience and three (3) referees, as well as indicating their telephone and e-mail contacts.
2. Applications and related documents should be being addressed to the Deputy Registrar, Recruitment and Training, University of Nairobi.
3. Applicants should state their current designations, salaries and other benefits attached to those designations.
4. The application letter must bear the reference code indicated in the advertisement.
5. Late applications will not be considered.
6. Applications should be emailed as one file in PDF to: [recruit-apopd@uonbi.ac.ke](mailto:recruit-apopd@uonbi.ac.ke)

**CLOSING DATE: FRIDAY, JULY 26, 2024**

**THE UNIVERSITY OF NAIROBI IS AN EQUAL OPPORTUNITY EMPLOYER.  
ONLY SHORTLISTED APPLICANTS WILL BE CONTACTED.**