



**MANAGER, SUPPLY CHAIN MANAGEMENT SERVICES  
(RE-ADVERTISEMENT)  
JOB REFERENCE: EWASCO/HR/002/2020**

Embu Water and Sanitation Company LTD, a public water utility company fully owned by the County Government of Embu and with a mandate to provide water and sanitation services in Embu County is seeking to recruit a self-driven individual for the position of **Manager, Supply Chain Management Services**.

The successful candidate will report to the Managing director and be responsible for planning, coordinating and monitoring the work of procurement activities and ensures that the organization secures best deals for products and services it purchases and that products and services are availed to the users in a timely manner so as to avoid service interruption.

**Key Responsibilities**

**Managerial / Supervisory Responsibilities**

- Recommend departmental policies, plans and guidelines and implements EWASCO organizational policies and procedures for department.
- Develop work plans and budgets for the Department for approval.
- Prepare draft Board management papers for approval.
- Manage Contracts and Negotiations with suppliers.
- Oversee opening and evaluation of Quotations, Tenders, Proposals and Expressions of Interest.
- Participate in the development and review of the Institution's strategic plan
- Participate in various committees in the Institution.
- Undertake Performance Management Reviews and acts as reviewer for staff within department.
- Manage staffing, development for procurement teams; motivates and develops project and team leaders i.e. evaluation committees; promotes teamwork to ensure effective work relations within department.
- Coordinate staff and ensures all activities in the procurement department run as scheduled by establishing process of setting targets within department and work towards their achievement.
- Coordinate regular meetings with staff and user departments to discuss department's performance and resolve any issues in procurement process.
- Mentor and coach departmental staff.
- Oversee day-to-day management; control the operations within department, including deployment of staff and physical resources

**Operational Responsibilities / Tasks**

- Develop Procurement Budget and ensures efficient management of available resources including deploying the department budget.
- Ensure that funds are available for any procurement under consideration.
- Recommend the best procurement methods; defines and communicates rules for supplier bids and ensures competitive procurement in the organization.
- Verify all procurement and disposal activities in accordance with the Public Procurement Act and EWASCO manual and policies.
- Review all records of purchased goods, including costs, deliveries and inventories and ensures maintenance of accurate and up-to-date information concerning department.

- Analyze and evaluate historical and market information provided to assess purchasing decisions and recommend improvements.
- Participate in price negotiations and manages high impact purchases.
- Monitor quality of purchased goods and services vis-a-vis the requirements and assists in solving major supplier problems.
- Monitor implementation of the procurement Quality Management System.
- Develop and implement all EWASCO departments' procurement plans.

## **PERSON PROFILE**

- A Bachelor's degree in Supply Chain management, Procurement and Contract management, Purchasing and Supplies or its equivalent from a recognized university or Bachelors degree in any area with a Post Graduate Diploma in Supply Chain management, Procurement and Contract management, Purchasing and Supplies
- A master's degree in supply chain management, Purchasing and Supplies or its equivalent qualifications from a recognized institution will be an added advantage.
- Professional Qualifications / Membership to professional bodies Member of KISM or CIPS and other relevant professional bodies in good standing.
- Minimum 5 (five) years' relevant work experience with a public utility or service company
- Must satisfy the requirements of chapter six of the constitution of Kenya on Leadership and integrity through provision of;-
  - (i) Current certificate of good conduct from Directorate of Criminal Investigation Department.
  - (ii) Current Tax compliance certificate from Kenya Revenue Authority.
  - (iii) A clean and current report from an approved credit reference Bureau (CRB).
  - (iv) Clearance from the Ethics and Anti-Corruption Commission (EACC).
  - (v) Clearance Certificate from Higher Education Loans Board (HELB).

## **TERMS OF EMPLOYMENT**

The position is placed at **Job Group 4** with a basic salary ranging between **Kshs 59,700 – 155,070 per month**. The appointment will be for a contract term of **3 YEARS** renewable subject to satisfactory performance evidenced by continuous achievement of performance targets.

## **APPLICATION INSTRUCTIONS**

Application packages in sealed envelopes which include a **COVER LETTER, CV OF NOT MORE THAN 5 PAGES** and **CERTIFIED COPIES OF CERTIFICATES AND TESTIMONIALS** should be sent by hand delivery or courier to: -

**The Managing Director  
Embu Water and Sanitation Company LTD  
EWASCO House, Off Meru-Embu Road  
P.O. Box 2142, 60100  
EMBU**

**To be received on or before 18<sup>th</sup> May 2021, 17:00 Hours.**

### **Note:**

- The Vacancy number should be clearly marked on the left top corner of the outer envelope of the application package
- Female candidates and candidates who are abled differently are encouraged to apply.
- EWASCO is an equal opportunity employer and does not discriminate on the basis of gender, age, color or ethnicity.
- Canvassing in any way will lead to automatic disqualification

**CLOSING DATE: 18<sup>th</sup> May 2021, 17:00 Hours**