



**KENYA MEDICAL RESEARCH INSTITUTE
VACANCY ANNOUNCEMENT**

Opening date: January 10, 2022

Vacancy: CGHR/249/01/22

Project description: Base is a platform created to serve collaborative projects with shared facilities and equipment in Kisumu, Siaya, Busia and Homabay Counties. Base has a vacancy in the Supply Chain Management section as stated below:

Position: SUPPLY CHAIN MANAGEMENT ASSISTANT. **Vacancy** One (1)

J/G KMR8

Location: Kisumu, Kisian

Duration: One (1) year with a possibility of extension

Reporting to: Supply Chain Management Officer

a) Job Specification

Duties and responsibilities at this level will entail:

- Verifying the availability of stores
- Receiving stores requisition from users
- Reporting shortages and losses
- Stock-taking and disposal of unserviceable and obsolete stores in accordance with laid down regulations
- Taking part in opening of quotations and tender
- Taking part in drafting of tender notices
- Preparing payment documents; taking part in periodic market surveys; and
- Taking part in inspection and receiving of goods.

b) Person Specification

For appointment to this grade an officer must have:

- Diploma in Purchasing and Supply Chain Management or any other equivalent qualification from Chartered Institute of Purchasing and Supplies or any other recognized institution
- Membership to Kenya Institute of Supplies Management (KISM)
- Proficiency in computer application; and
- Fulfil the requirements of Chapter Six (6) of the Constitution

c) Key skills and Competencies

- Ethical and integrity
- Interpersonal skills
- Communication skill

Remuneration: Compensation at the stated grade is based on education level, relevant experience and demonstrated competency.

Interested and qualified candidates are encouraged to apply to Deputy Director, CGHR, P. O. Box 1578-40100 Kisumu and submit via email to cghr@kemri.go.ke not later than February 14, 2022

KEMRI IS AN EQUAL OPPORTUNITY EMPLOYER COMMITTED TO DIVERSITY; PERSONS WITH DISABILITY, WOMEN, YOUTH AND THOSE FROM MARGINALIZED AREAS ARE ENCOURAGED TO APPLY. KEMRI DOES NOT CHARGE A FEE AT ANY STAGE OF ITS SELECTION PROCESS INCLUDING APPLICATION, INTERVIEW AND PROCESSING OF OFFER LETTER. IF ASKED FOR A FEE, REPORT SUCH REQUEST IMMEDIATELY

Only short-listed candidates will be contacted