



23/12/2024

### **Advertisement of vacant position**

Uriri Technical and Vocational College is a public TVET institution under the State Department for TVET. The college seeks to fill the following position with a qualified, experienced, self-driven and result-oriented individual.

#### **1. Procurement Officer 1 Position (Contract)**

**Duties and responsibilities at this level will entail:**

- i. Developing, upgrading and overseeing the application of appropriate quality control in the procurement function.
- ii. Preparation and initiation of annual procurement plan
- iii. Ensure compliance with regulations, policies and practices in the implementation of procurement activities.
- iv. Preparing the processing of tender documentation and application
- v. Ensuring implementation of tender and procurement committee decisions.
- vi. Ensure maintenance of optimal stock levels of supplies consistent with the board requirements.
- vii. Reviewing the usage of supplies to identify cost reduction and service improvements.
- viii. Participating in annual expenditure budgeting processes for all goods and services.
- ix. Developing specification in liaison with the user departments.
- x. Undertaking market surveys
- xi. Perform any other duties that may be assigned from time to time by the Principal/Authorized officer.

#### **Job specification**

- i. Degree in Supplies Management, Bachelor of Commerce (Supply Chain Management) or its equivalent qualification from a recognized institution.
- ii. Member of a professional body i.e KISM and of good standing.
- iii. Minimum period of two years of experience.
- iv. Relevant certificate in Computer application skills.

#### **How to apply**

1. Application letter, detailed CV, Copies of Academic and Professional Certificates and other testimonials together with National Identity Card to be addressed to the Principal/Secretary Board of Governors
2. All application to reach the undersigned on or before **Monday 6<sup>th</sup> January 2025**.

**Principal/ Secretary Board of Governors  
Uriri Technical and Vocational College  
P. O. Box 1255 – 40400  
Suna – Migori  
Or**

**Email: [info@uriritvc.ac.ke](mailto:info@uriritvc.ac.ke)/[uriritvc@gmail.com](mailto:uriritvc@gmail.com)**

Uriri Technical and Vocational College is an Equal Opportunity Employer  
People Living with Disability are encouraged to apply.



*Approved  
for  
Circulation  
H. Mwangi*