



TURKANA UNIVERSITY COLLEGE

(A Constituent College of Masinde Muliro University of Science and Technology)

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Lodwar- Kitale Highway

KENYA

OFFICE OF THE DEPUTY PRINCIPAL ADMINISTRATION, FINANCE AND PLANNING

INTERNAL ADVERTISEMENT

DATE: 13/10/2022

Position of Senior Procurement/Supplies Assistant 1– Scale VIII-(REF: NT: 01/13/10/2022)

Applications are invited from suitably qualified candidate for the position of Senior Procurement /Supplies Assistant 1 in the administration Department.

Qualifications

Applicants must have:-

- i. Bachelor's Degree in Procurement and Supplies Management **OR**
- ii. Higher Diploma in Purchasing and Supplies Chain Management with six (6) years working experience , three (3) years as Senior Procurement/Supplies Assistant Scale 7 or its equivalent **OR**
- iii. Diploma in Purchasing and Supplies Chain Management with nine (9) years working experience, three (3) years as Senior Procurement/Supplies Assistant Scale 7 or its equivalent.
- iv. Be registered with the relevant professional body.
- v. ICT Competent.

Duties and responsibilities of a successful candidate will involve:

- i. Assisting in the management of Purchasing/Supplies and Stock Control activities in their areas of operation
- ii. Coordinating Purchasing and Supplies activities within the section
- iii. Supervising staff assigned to perform in their areas of operation;

Application Mode

Applicants should send 10 copies of their application which include a cover letter, updated curriculum vitae, and copies of certificates and other testimonials; to the undersigned on or before 5.00 P.M on **26th October, 2022.**

Deputy Principal (Administration, Finance & Planning)

Turkana University College

P.O. Box 69 - 30500

LODWAR, KENYA.

TURKANA UNIVERSITY COLLEGE IS AN EQUAL OPPORTUNITY EMPLOYER